

COUNTY OF YORK, VIRGINIA
INVITATION FOR BIDS
IFB

Issue Date: March 4, 2003

IFB: 1299

Title: Landscaping Services: Annual Contract

Classification Code: 98852

Issuing Agency:

County of York, Virginia
Central Purchasing
224 Ballard Street
P.O. Box 532
Yorktown, Virginia 23690

Using Agency And/Or Location
Where Work Will Be Performed:

General Services
Grounds Maintenance & Construction
102 County Drive
Yorktown, Virginia 23690

City of Newport News Landscape Services
Parks, Recreation and Tourism
Fountain Plaza Two
700 Town Center Drive, Suite 320
Newport News, VA 23606

Sealed Bids Will Be Received Until 10:00 AM on Monday, March 31, 2003.
At Which Time They Shall Be Opened In Public and Read Aloud.

All Inquiries For Information Should Be Directed To: Louise Stokes ,CPPB Buyer II, Central Purchasing Office, Telephone: (757) 890-3680.

SEND BIDS DIRECTLY TO THE ISSUING AGENCY SHOWN ABOVE

In Compliance With This Invitation for Bids And To All The Conditions Imposed Herein, The Undersigned Offers And Agrees to Furnish The Materials Described At the Prices Indicated In Section 12.0.

Name and Address of Firm:

Date: _____

By: _____
Signature in ink

Title: _____

Zip Code _____

Telephone No.: () _____

Fax No.: () _____

Federal Tax ID# _____

1.0 PURPOSE:

It is the intent of this formal Invitation for Bid (IFB) to procure a Contractor to provide landscape services for the County of York, Virginia, the County School Board of York County, and the City of Newport News, Virginia. This IFB is the result of a cooperative bid program, and the resulting contract is intended for use by all York County offices and agencies, the York County Public School Division, the City of Newport News and its offices and agencies. As used in this IFB, the term "Owner" shall mean either the County of York, Virginia, or the City of Newport News, Virginia, as may appear appropriate with respect to any particular project authorized pursuant to the contract or contracts awarded as a result of this IFB.

Any award to York County or York County Public Schools shall each be exercised independently from any City of Newport News award. In addition, the City of Newport News reserves the right, if they elect, to competitively bid individual projects anticipated to be in excess of fifty thousand dollars (\$50,000.00).

The contract shall consist of a five (5) year contract beginning April 30 2003 thru April 29, 2008. Upon thirty (30) days written notice to Bidder, this agreement may be canceled by the County of York or the City of Newport News at any time when in the judgment of either the County or the City that the product furnished, or service rendered, by the Bidder is not satisfactory. Such termination shall not be deemed a waiver of any rights of the County or the City to damages for breach of contract.

2.0 SCOPE:

To furnish all equipment, labor, materials, supplies, supervision, and all else necessary to provide landscape services for projects located throughout York County and the City of Newport News. The projects will include new plantings of trees, shrubs, ground covers, and flowers; replacement plantings of trees, shrubs, ground covers, and flowers; and turf grass services to include purchase/installation of sod and sod purchase only. These landscape services will be purchased on an individual project basis with the total amount varying from project to project. Prices quoted below shall be for varying quantities to be purchased for each job completed during the term of the contract.

3.0 SPECIFICATIONS:

1. **Miss Utility:** Prior to work commencement, the contractor is responsible for contacting Miss Utility, 1-800-552-7001, to locate all utility lines. Trees shall be located a minimum of 5' from utility lines. Contractor shall fax the confirmation tickets from Miss Utility to the pertaining locality. On-site adjustments (within the locality's right of way/property) to plant locations shall be made as necessary to avoid conflicts with utilities.
2. **Standard Landscape Specifications:** For plants installed in the County of York and City of Newport News, all materials and labor shall be provided and installed in accordance with the **Standard Landscape Specifications** as described in the ***Plant Materials and Installation General Specifications for County of York and City of Newport News*** (EXHIBIT A).
3. **Maintenance Specifications:** All plant material and landscape beds maintained during guarantee/warranty period shall be maintained in accordance with ***Standard Landscape Maintenance Specifications for the County of York and City of Newport News*** (EXHIBIT B).

4. **AAN Standards:** All plant materials shall conform to **American Association of Nurserymen's *American Standard for Nursery Stock***, (most recent edition) and shall be full, healthy plants. Plant heights in relationship to caliper, plant heights in relationship to minimum width/height of foliage, spread of root systems, size of root balls and any other standards shall be in accordance with the AAN standard. All plants of each particular variety shall be reasonably uniform in size and configuration.
5. **Approval of Plant Material:** All plant material shall be subject to approval by Owner. Unsatisfactory plant material shall be rejected. Submittal of digital photos of plant materials is encouraged to determine that plant materials meet the minimum sizes and quality specified prior to shipping. The contract manager, either on the job site or at the contractor's local facility, shall inspect plants for size and quality before the plants are installed.
6. **Plant size:** Sizes specified in the plant list are minimum sizes to which the plants are to be judged. Failure to meet the minimum size on any plant may result in the rejection of that plant.
7. **Trees:** All new trees must have straight trunks with full symmetrical crowns and a single leader intact, unless multi-stemmed plants are specified. Bark shall be free of abrasions and all fresh cuts over 1-1/4 inch shall be calloused over. Trees will not be accepted which have had their leader cut or have had their leaders damaged so that cutting is necessary. Unless multi-stemmed trees are specified, trees with co-dominant leaders shall be rejected. Unless otherwise specified, all deciduous shade trees shall be free of branches up to five feet from the top of the root ball and 6-8' from the top of the root ball when tree is in or adjacent to walkways or pedestrian circulation. Trees shall be well branched with reasonably straight stems.
8. **Nursery Plants:** All field grown nursery plants shall be freshly dug with sound intact root balls displaying a well developed root system. Plants shall have healthy, vigorous, well-branched canopies. All plants shall be free of disease, insect eggs, and larvae. Trees planted in rows shall be uniform in size and shape. Infested plants found during the job, shall be removed that day and replaced promptly with healthy specimens.
9. **Plant Measurements:** All plants shall equal or exceed the measurements specified in the "Plant List" contained in section 11.0 which are the minimum acceptable sizes. Any necessary pruning shall be done at the time of planting and all plants shall be measured after pruning with branches in their normal position in accordance with the AAN's Standard.
10. **Container Grown Material:** All container grown material designated "container", "gallon", "pot", "pan" or "cell" in the Plant List contained in section 11.0 shall be healthy, vigorous, well-rooted plants and well established in the container in which they are sold. The plants shall have tops, which are good quality and are in a healthy growing condition. The plants shall be free of insects, disease and other conditions injurious to plant health.
11. **Timing of Installations:** In general, the majority of plant installations shall be scheduled to occur between **October 15th and May 30th**. Exceptions for seasonal color and other plantings may be permitted if authorized in writing by the contract manager(s) for each locality and provisions are made to keep plants adequately watered during the hot/dry months.
12. **Plant Crown:** The crown of all plants shall be higher (after settling) than adjacent soil. Contractor shall supply clean, sifted topsoil as necessary to install tree at the proper grade.

13. **Pruning at Time of Installation:** Contractor shall prune all plant materials as required to remove rank or dead growth and to yield a tidy appearance, and to promote a natural shape and growth habit for each plant species.
14. **Tags, twine, strapping:** Contractor shall completely remove and discard off-site all tags, twine and strapping. At least the top of any wire basket and burlap shall be cut away and removed. The remaining burlap may be rolled back into the planting pit.
15. **Approval for Work Performed:** It is understood and agreed that the equipment, labor, materials, tools, supplies, service, and all else necessary shall be furnished and all work performed and completed under the direction and supervision of the hired contractor and is subject to the approval of the Owner or its authorized representative. The Contractor shall be responsible for and warranty all work farmed out to sub-contractors. The Contractor shall reconstitute any damages or omissions, occurring as a result of poor performance/materials provided by a sub-contractor, in full.
16. **Plant Replacements:** For plant replacements, the Contractor shall be responsible for the removal and off-site disposal, of the existing dead/dying plant and accompanying staking materials. Contractor shall supply clean, sifted topsoil as necessary to install new planting at the proper grade.
17. **Sod:** All sod shall conform to Virginia Crop Improvement Association (VCIA) standards for certified sod. Sod shall be cut uniformly, pest free and capable of holding together during handling and installation. Sod will be cut in a fashion so that there is a minimum of ½ inch thickness of soil root medium and delivered or installed within 36 hours of being harvested from the farm. Sod will be transported flat, folded or rolled on a wooden pallet.
18. **Sod Installation:** Any area where sod is to be installed shall be fine graded (to include loosening soil bed) to match the existing grade of the turf area or sidewalk/curb and be free of rocks, sticks or other debris. All sod will be installed flush with alternating level sod joints. Immediately after installation sod bed will be rolled evenly.
19. **Sprig:** All sprigs shall conform to Virginia Crop Improvement Association (VCIA) standards for certification, and come from certified stock that has been mowed and maintained at no more than 2 inches and have two to four nodes. All sprigs will be delivered or installed within 36 hours of being harvested from the farm.
20. **Sprig Installation:** All sprigs shall be planted in furrows 2 to 3 inches deep 6 inches apart. Sprig will be planted so that a portion of the sprig emerges above the soil surface after the furrows have been filled in. Sprig bed will be rolled immediately after installation. Sprig will be installed at a minimum of 20 bushels per 1000 square feet.
21. **Fine Grading:** All spreading shall include leveling within ¼ inch of the final requested grade.
22. **Roto-tilling:** For sprigging operations, all roto-tilling shall be to a minimum depth of 8 inches, and for landscape beds shall be to a minimum depth of 8-10 inches.

3.1 Guarantee:

All equipment, labor, materials, tools, supplies, service, plant material and all else necessary furnished by the Contractor, and all construction involved in this bid shall be guaranteed by the Contractor free from defects owing to faulty materials, plant disease or infestation or workmanship within a period of **one year after date of final project acceptance** as to any individual project. The contractor shall provide weed/insect/disease control and additional watering as necessary throughout the **one-year warranty** period to achieve moderate growth during the first year of establishment. Plant materials shall be replaced with the one year period if fifty percent (50%) or more of the above ground portion is dead, dying, diseased, damaged, or infested. Dead plants are to be removed from the job site weekly and replaced as soon as the weather/season permits. All work which proves defective by reason of faulty material or workmanship within a period of one year, shall be replaced by the Contractor free of cost to the Owner.

3.2 Performance Bond:

At the request of the owner, the Contractor may be requested to furnish (within ten (10) calendar days of notice of intent to award for any individual project or purchase order issued as a result of this bid) a performance bond in the amount of the contract price as security for faithful performance of the work in strict conformity with the contract. The surety on such bonds shall be duly authorized to do business in the Commonwealth of Virginia and satisfactory to the Owner and shall remain in force throughout the guarantee period. The cost of each bond requested shall be submitted to the owner prior to commencement of work and upon approval, be reimbursed as a separate pay/line item under the purchase.

3.3 Permits:**City of Newport News:**

Prior to job commencement on any project with the City of Newport News, the Contractor is required to obtain and pay for all necessary permits (Right-of-Way, disposal, land disturbing, etc.). The project signs, right-of-way permit, land disturbing permit, etc. shall also be included in the bid price(s).

County of York

Permits are not required for landscaping services or land disturbing projects.

3.4 Traffic Control:**County of York:**

If Contractor is working within VDOT Right of Way, contractor must provide and obey all VDOT requirements for Traffic Control as dictated by the Manual on Uniform Traffic Control Devices (MUTCD) and the Virginia Work Area Protection Manual.

City of Newport News:

On any project within the City of Newport News when working within all street right-of-ways, a Right-of-Way permit must be obtained from the Department of Engineering (757-926-8611) Please note that in order to obtain this permit, a minimum \$5000.00 performance bond shall be required.

4.0 MAINTENANCE:

Maintenance shall begin immediately following the last operation of installation for each plant and shall continue in accordance with the following requirements:

- A. All plants shall be maintained in accordance with the **Standard Landscape Specifications** as described in the **Plant Materials and Installations General Specifications for County of York and City of Newport News (EXHIBIT A) & Landscape Maintenance Specifications for County of York and City of Newport News. (EXHIBIT B).**
- B. **Watering shall be the responsibility of the Contractor awarded the contract during the guarantee period.** Watering in the first month after acceptance will be weekly. The remaining eleven (11) months shall be done **every 10 days or as determined by Owners designated Project Representative.** The frequency of watering is dependent upon weather conditions.
- C. Maintenance during the guarantee period shall include watering, weeding, pest control, tightening and repairing wires, removing and replacing dead material, resetting plants to proper grades or upright position, and other necessary operations. If planting is done after lawn preparation, proper protection to lawn areas (new and/or existing) shall be provided and any damage resulting from planting operations shall be repaired promptly at no extra cost to Owner.
- D. New plantings shall be protected and maintained by the Contractor until installation planting is complete and the project has been accepted.

5.0 GENERAL TERMS AND CONDITIONS:

Applicable Policy:

This solicitation is subject to the provisions of the County of York, Virginia, Procurement Policy (Ordinance No. 01-19R adopted October 1, 2001), and any revisions thereto.

5.1 Mandatory Use of County Form:

All responses to an Invitation for Bid (IFB) must be submitted on and in accordance with this form. If more space is required to furnish a description of the commodities and/or services offered or delivery terms, the bidder may attach a letter hereto which will be made a part of the bid. All bids must be submitted in a sealed envelope plainly marked using the IFB number, date and time.

5.2 Opening Date/Time:

Bids and amendments thereto, or withdrawal of bids submitted, if received by the County after the date and time specified for scheduled receipt, will not be considered. It will be the responsibility of the Bidder to see that his bid is in this office by the specified time and date. There will be no exceptions. Date of postmark will not be considered. Phone or telegraphic bids (including FAX) will not be accepted.

5.3 Inconsistencies In Conditions:

In the event there are inconsistencies between the General Terms and Conditions and the Special Terms and Conditions, if any, and/or other schedules contained herein, the latter two shall take precedence.

5.4 Clarifications of Terms:

If any prospective bidder has questions about the specifications or other solicitation documents, the prospective bidder should contact the buyer whose name appears on the face of the solicitation. Any revisions to the solicitation will be made only by written addendum issued by the County.

5.5 Testing/Inspection:

The Owner reserves the right to conduct any test/inspection it may deem advisable to assure supplies and services conform to the specification.

5.6 Invoices:

Invoices for goods ordered, delivered and accepted shall be submitted direct to 'INVOICE TO:' address shown on the purchase order/contract. All invoices shall show the contract number and/or purchase order number. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. However, this shall not affect offers or discounts for payment in less than 30 days.

5.7 Default:

In event of default by the Contractor, the Owner reserves the right to procure the commodities and/or services from other sources, and hold the Contractor liable for any excess cost occasioned thereby. If, however, public necessity requires the use of materials or supplies not conforming to the specifications, they may be accepted and payment therefor shall be made at a proper reduction in price.

5.8 Ethics in Public Contracting:

By submitting their bids, all bidders certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

5.9 ANTI-DISCRIMINATION:

By submitting its bids or proposals, Bidder certifies to the Owner that it will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, and Section 2.2-4311 of the Virginia Public Procurement Act which provides:

In every contract over \$10,000, the provisions of a. and b. below apply:

- a. During the performance of this Contract, the Contractor agrees as follows:

The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

Contractor, in all solicitations for advertisements for employees placed in behalf of Contractor, will state that Contractor is an equal opportunity employer.

Notices, advertisements and solicitations placed in accordance with Federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

- b. Contractor will include the provisions of a. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- c. In accordance with §2.2-4343.1 of the **Code of Virginia, et. seq.**, the Owner shall not (i) discriminate against a faith-based organization as defined in Code of Virginia section 2.2-4343.1(B) on the basis of the organization's religious character or (ii) impose conditions that (a) restrict the religious character of the faith-based organization, except as provided in subsection F of section 2.2-4343.1 the Code of Virginia, or (b) impair, diminish, or discourage the exercise of religious freedom by the recipients of such goods, services, or disbursements.

5.10 Immigration Reform And Control Act of 1986:

By signing this bid or proposal, the bidder certifies that it does not and will not during the performance of this contract violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

5.11 Indemnity:

The following shall be deemed incorporated into any contract awarded as a consequence of this bid to the same extent as if fully set forth therein:

Contractor and all subcontractors shall bear all loss, expense (including reasonable attorney's fees) and damage in connection with, and shall indemnify Owner against and save Owner harmless from all claims, demands, and judgments made or recovered against Owner because of bodily injuries, including death at any time resulting therefrom, and/or because of damage to property, from any cause whatsoever, arising out of, incidental to, or in connection with the work, whether or not due to any act of his or their employees, servants or agents and whether or not due

to any act of omission or commission, including negligence but excluding sole negligence, of the Owner, his employees, servants, or agents. Compliance by the Contractor with the insurance provisions hereof shall not relieve Contractor from liability under this provision.

Should Contractors or subcontractors use any of Owner's equipment, tools, employees, or facilities, such will be gratuitous and Contractor shall release Owner from and indemnify and save harmless Owner from and against any claims for personal injuries, including death, arising out of the use of any such equipment, tools, employees, or facilities, whether or not based upon the condition thereof or any alleged negligence of Owner in permitting the use thereof.

6.0 INFORMATION FOR BIDDERS TO PROVIDE SERVICES:

- A. Award will be made to the lowest responsible and responsive bidder. The quality of the services to be supplied, their conformity with the specifications, their suitability to the requirements of the County of York and the City of Newport News, and the delivery terms will be taken into consideration in making the award.
- B. Cash discounts may be offered by bidder for prompt payment of bills, but such discount will not be taken into consideration in determining the low bidder but will be taken into consideration in awarding tie bids. The discount period will be computed from the date delivery is accepted at destination or from date correct invoice is received by the consignee, whichever is the later date.
- C. Acceptance of a bid by The County of York and the City of Newport News is not an order to proceed.
- D. Each bid is received with the understanding that the acceptance in writing by the County of York and the City of Newport News of the offer to furnish any or all of the services described therein, shall constitute a contract between the bidder and the County of York and the City of Newport News, which shall bind the bidder on his part to furnish and deliver the services quoted on at the prices stated and in accordance with the conditions of said accepted bid; and the County of York and the City of Newport News on its part to pay for, at the agreed prices, all services specified and delivered.
- E. All prices and notations must be in ink or typewritten. No erasures permitted. Mistakes may be crossed out and corrections made in ink adjacent and must be initialed and dated in ink by person signing quotations.
- F. All bids must be signed with the firm name and be signed by an officer or authorized employee of the firm. In the case of a corporation, the title of the officer signing must be stated and each officer must be duly authorized. In the case of a partnership, the signature of at least one of the partners must follow the firm name using the term "member of the firm" or "general partner". In the case of a limited liability company, the bid must be signed by the manager (if any) or by a member.

- G. Verify your bid before submission as they cannot be withdrawn or corrected after being opened.
- H. If you do not bid, return this sheet and state reason. Otherwise your name may be removed from our mailing list.

7.0 INSURANCE: (Revised 10/92)

The Contractor shall carry insurance in the amount specified below, including the Contractual Liability assumed by the contractor and shall deliver certificates of insurance from carriers acceptable to the Owner specifying such limits, along with a proper endorsement naming the "County of York, its Officers, Agents and Employees" or "The City of Newport News, its Officers, Agents and Employees" as is appropriate for any project as Additional Insured on a primary basis (Form No. GL-20-10) on applicable policy(s). The provisions of this paragraph shall be deemed included in the contract as if fully set out therein.

Worker's Compensation and Employer's Liability

Coverage A - Statutory Requirement

Coverage B - \$100,000; \$100,000; \$500,000

Comprehensive Automobile Liability, including Owned, Non-Owned
Hired Car Coverage.

Limits of Liability - \$500,000 Per Occurrence Bodily Injury or Property Damage.

Commercial General Liability

Limits of Liability - \$500,000 Per Occurrence Bodily Injury or Property Damage.

Contractual Liability includes the Contractual liability assumed hereunder.

Completed Operations Insurance, to remain in full effect until the date of acceptance of the project by the Owner.

8.0 AWARD:

County of York and the City of Newport News will make the awards to the lowest responsive and responsible bidder as determined by the procedure explained in the BID EVALUATION PROCEDURE section. Due consideration will be given to price, previous experience, and the ability of the bidder to render required services. The County of York and the City of Newport News reserves the right to conduct any test they may deem advisable and to make all evaluations. County of York and the City of Newport News also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the County of York and the City of Newport News to be in the best interest.

9.0 AWARD AND EXECUTION OF CONTRACT:

9.1 Award of Contract:

The contract will be awarded or the bids rejected as soon as reasonably possible, but not later than sixty (60) days after the date of opening bids, unless the period for acceptance is otherwise

extended at request of County of York and the City of Newport News and agreed to in writing by the bidder, or bidders.

9.2 Form of Contract:

An example of the proposed contract format is enclosed. Both parties shall execute this contract prior to approval by the York County Attorney.

9.3 Entering Contract:

Upon award of the Contract to a bidder, such bidder shall enter into the Contract by signing the Contract and by furnishing the Bond(s) for faithful performance as prescribed herein and the Certificate of Insurance as prescribed, which are required to be procured by the Contractor within ten (10) calendar days after the date of the award or within such further time as the owner may allow. All documents referred to are attached hereto.

No contract shall result from the submission of any bid and no liability shall accrue with respect thereto until a written contract and accompanying documents have been fully and completely executed on the part of the successful bidder and the County of York and the City of Newport News. However, failure by the successful bidder to enter into a written contract shall cause the successful bidder to forfeit the full amount of the bid guarantee to the County of York and the City of Newport News.

9.4 Execution of Documents:

All documents which the bidder is required to execute shall carry the signature of the president of the corporation, the corporate seal and shall be attested by the secretary of the corporation provided, however, if the board of directors of a corporation authorizes another officer to act for the corporation, then a sealed and attested copy of such authorization shall accompany the signature of such other officer. In the case of an individual, the individual to be bound shall sign; and in the case of a partnership, the signature of a partner shall bind the partnership; and in the event of a limited liability company, a member (or the manager, if any) shall sign.

9.5 Subcontracts:

Before making any subcontract, the Contractor must submit a written statement to the County of York, and the City of Newport News giving the name and address of the proposed subcontractor, the portion of the work and materials which he is to perform and furnish and a statement in writing from such subcontractor that he waives all rights to assert any claims, actual and/or consequential against the Owner and the City of Newport News allegedly arising from or growing out of any delays in the work schedule or any failure of the contractor to pay such subcontractor any sums owed by the contractor to such subcontractor.

If the County of York and the City of Newport News finds that the proposed subcontractor is qualified, he will so advise the Contractor in writing. The County of York and the City of Newport News may revoke approval of any subcontractor only for good cause. Notice of such revocation of approval will be given in writing to the Contractor by the County of York and the City of Newport News. If the County of York and the City of Newport News determines for good cause that a subcontractor is not qualified, County of York and the City of Newport News

shall so notify Contractor, and Contractor shall not thereafter enter into any subcontract with the subcontractor in connection with the contract.

9.6 Separate Contracts:

The County of York and the City of Newport News reserves the right to let other contracts in connection with the project, the work under which will proceed simultaneously with the execution of this Contract. The Contractor shall afford other separate contractors reasonable opportunity for the introduction and storage of their materials and the execution of their work and the Contractor shall take all reasonable action to coordinate his work with theirs. If the work performed by the separate contractor is defective or so performed as to prevent the General Contractor from carrying out his work according to the plans and specifications, the Contractor shall immediately notify the County of York upon discovering such conditions. Upon receiving notification, the County of York shall take such appropriate steps as are necessary to allow the Contractor to carry out his work under this Contract, and appropriate extensions of time and change orders shall be given to the Contractor for any delays and extra costs caused by the separate contractor's failure of proper performance.

10.0 Exceptions to Bid Conditions & Specifications: The bidder shall list on a separate sheet of paper any variations from, or exceptions to, the specifications of this bid. This sheet will be labeled, "Exception(s) to Bid Specifications," and shall be attached to the bid.

11.0 GENERAL PROCEDURE:

After evaluation and award, the Owner through its Central Purchasing Office shall issue a "Notice of Award" to the successful offeror, citing the Contract Number assigned, time period covered, etc.

Individual requests for material/services shall be submitted to Purchasing by the requesting agencies on a Purchase Requisition. Individual Purchase Orders will be issued to the successful vendor referencing the contract number and specifics regarding pick-up or delivery of materials. No release of materials shall be authorized without the use of a purchase order number; either by the receipt of a written copy of the order or a telephone call from the Purchasing Office.

12.0 PRICING SCHEDULE:

The Bidder agrees to provide the products and service in compliance with the Specifications, Scope of Work, Terms and Conditions contained herein:

A. Please provide an installed unit cost for the following plant list. All prices should include materials and installation specifications as described in 3.0 Specifications and the attached Plant Materials and Installation General Specifications:

12.1 PLANT LIST - TREES

Installed Unit Cost			Botanical Name	Common Name	Caliper	Height	Comments
Quantity 1 -9	Quantity 10 -24	Quantity 25 -UP					
			Acer buergerianum	Trident Maple	2.5-3"		B&B
			Acer buergerianum	Trident Maple	3-3.5"		B&B
			Acer buergerianum 'ABTIR'	Street Wise Trident Maple	2.5-3"		B&B available @ Select Trees
			Acer ginnala 'Flame'	Flame Amur Maple	Multi-Stem	8-10'	B&B full canopy
			Acer ginnala 'Flame'	Flame Amur Maple	Multi-Stem	10-12'	B&B full canopy
			Acer palmatum Dissectum 'Crimson Queen'	Bloodgood Jap. Maple	Specimen	4-5'	B&B
			Acer palmatum 'Bloodgood'	Bloodgood Jap. Maple	Specimen	6-7'	B&B
			Acer palmatum Sango Kaku	Coral Twig Jap. Maple	Specimen	6-7'	B&B
			Acer palmatum Sango Kaku	Coral Twig Jap. Maple	Specimen	7-8'	B&B
			Acer platanoides 'Summer Shade'	Norway Maple	2 1/2"-3"		B&B
			Acer rubrum x 'Autum Blaze'	Autumn Blaze Red Maple	2.5" - 3"	12' -14'	B&B
			Acer rubrum x 'Autum Blaze'	Autumn Blaze Red Maple	3-3.5"	14'-16'	B&B

			Acer rubrum 'October Glory'	October Glory Red Maple	2.5" - 3"	12' -14'	B&B
			Acer rubrum 'October Glory'	October Glory Red Maple	3" - 3 1/2"	14' -16'	B&B
			Acer rubrum 'October Glory'	October Glory Red Maple	3 1/2" - 4"	16' -18'	B&B
			Amelanchier canadensis	Serviceberry		4' - 5'	B&B
			Amelanchier canadensis	Serviceberry		5' - 6'	B&B
			Betula nigra 'Dura-heat'	Dura-heat River Birch	Multi- stem	7'-8'	B&B
			Betula nigra 'Dura-heat'	Dura-heat River Birch	Multi- stem	8'-10'	B&B
			Betula nigra 'Dura-heat'	Dura-heat River Birch	Multi- stem	10'-12'	B&B
			Betula nigra 'Dura-heat'	Dura-heat River Birch	2.5-3"	12-14'	B&B single stemmed
			Betula nigra 'Dura-heat'	Dura-heat River Birch	3-3.5"	14-16'	B&B single stemmed
			Betula nigra 'Heritage'	Heritage River Birch	Multi- stem	7'-8'	B&B
			Betula nigra 'Heritage'	Heritage River Birch	Multi- stem	8'-10'	B&B
			Betula nigra 'Heritage'	Heritage River Birch	Multi- stem	10'-12'	B&B
			Betula nigra 'Heritage'	Heritage River Birch	2-2.5"	10-12'	B&B single stemmed
			Betula nigra 'Heritage'	Heritage River Birch	2.5-3"	12-14'	B&B single stemmed
			Betula nigra 'Heritage'	Heritage River Birch	3-3.5"	14-16'	B&B single stemmed
			Carpinus betulus 'Fastigiata'	Columnar Hornbeam	2.5-3"	12-14'	B&B

			Carpinus caroliniana	American Hornbeam	2.5-3"	12-14'	B&B
			Carpinus caroliniana 'CCSQU'	Palisade American Hornbeam	2-2.5"	12-14'	B&B Available @ Select Trees
			Cedrus deodara	Deodar Cedar		6' - 8'	B&B
			Cedrus deodara	Deodar Cedar		8' - 10'	B&B
			Cedrus deodara	Deodar Cedar		10' -12'	B&B
			Cedrus deodara 'Kashmir'	Kashmir Deodar Cedar		8-10'	B&B
			Cercis canadensis	American Redbud		8' - 10'	B&B
			Cercis canadensis	American Redbud		10' - 12'	B&B
			Cercis canadensis 'Forest Pansy'	Forest Pansy Redbud		7'-8'	B&B
			Cercis canadensis 'Forest Pansy'	Forest Pansy Redbud		8'-10'	B&B
			Chionanthus virginicus	White Fringetree	Multi-stem	5'-6'	B&B
			Chionanthus virginicus	White Fringetree	Multi-stem	6'-8'	B&B
			Cornus florida	White Flowering Dogwood		8' - 10'	B&B
			Cornus florida	White Flowering Dogwood		10' - 12'	B&B
			Cornus kousa	Japanese Dogwood		5' - 6'	B&B
			Cornus kousa	Japanese Dogwood		6' - 8'	B&B

			Cornus x Celestial, Stellar Pink, Aurora, Constellation,etc.	Stellar series Dogwood		6' min.	B&B
			Cornus x Celestial, Stellar Pink, Aurora, Constellation,etc.	Stellar series Dogwood		8' min.	B&B
			Cryptomeria japonica 'Yoshino'	Yoshino Cryptomeria		5-6'	B&B
			Cryptomeria japonica 'Yoshino'	Yoshino Cryptomeria		6-7'	B&B
			Cryptomeria japonica 'Yoshino'	Yoshino Cryptomeria		8-10'	B&B
			Cryptomeria japonica 'Wintergreen'	Wintergreen Cryptomeria	2-2.5"	8-12'	B&B @ Select Trees
			Cupressocyparis leylandii	Leyland Cypress		4' - 5'	B&B
			Cupressocyparis leylandii	Leyland Cypress		5' - 6'	B&B
			Cupressocyparis leylandii	Leyland Cypress		6' - 8'	B&B
			Cupressocyparis leylandii	Leyland Cypress		8' - 10'	B&B
			Cupressocyparis leylandii 'Castwellan'	Leyland Cypress		5-6'	B&B
			Cupressocyparis leylandii 'Castwellan'	Leyland Cypress		7-8'	B&B
			Fraxinus pennsylvanica 'Marshall's Seedless'	Marshall Green Ash	2 1/2" - 3"	10' - 12'	B&B

			Fraxinus pennsylvanica 'Marshall's Seedless'	Marshall Green Ash	3" - 3 1/2"	12' - 14'	B&B
			Fraxinus pennsylvanica 'Patmore' or 'Summit'	Patmore or Summit Green Ash	2.5-3"	12' - 14'	B&B
			Ginkgo biloba 'Princeton Sentry'	Princeton Sentry Ginkgo	2.5-3"	12' - 14'	B&B
			Ilex x 'Fosteri'	Foster's Holly		5' - 6'	B&B
			Ilex x 'Fosteri'	Foster's Holly		6' - 8'	B&B
			Ilex x 'Mary Nell'	Mary Nell Holly		5' - 6'	B&B
			Ilex x 'Mary Nell'	Mary Nell Holly		7' - 8'	B&B
			Ilex x 'Nellie R. Stevens'	Nellie Stevens Holly		5' - 6'	B&B
			Ilex x 'Nellie R. Stevens'	Nellie Stevens Holly		7' - 8'	B&B
			Ilex x 'Nellie R. Stevens'	Nellie Stevens Holly		8' - 9'	B&B
			Ilex opaca	American Holly	2 1/2" - 3"	10' - 12'	B&B
			Ilex opaca	American Holly	3" - 3 1/2"	12' - 14'	B&B
			Ilex vomitoria 'Pendula'	Weeping Yaupon Holly		5'-6'	B&B
			Ilex vomitoria 'Pendula'	Weeping Yaupon Holly		7'-8'	B&B
			Ilex vomitoria 'Pendula'	Weeping Yaupon Holly		8'-10'	B&B

			Juniperus Chinensis 'Keteleeri'	Keteleer Juniper		5' - 6'	B&B
			Juniperus Chinensis 'Keteleeri'	Keteleer Juniper		6' - 8'	B&B
			Koelreuteria bipinnata	Golden Raintree	2.5-3"	12'-14'	B&B
			Lagerstroemia indica	Crape Myrtle		5' - 6'	B&B
			Lagerstroemia indica	Crape Myrtle		6' - 8'	B&B
			Lagerstroemia indica	White Flowering Crape Myrtle		5' - 6'	B&B
			Lagerstroemia indica	White Flowering Crape Myrtle		6' - 8'	B&B
			Lagerstroemia indica x fauriei 'Natchez, Muskogee, Tuscarora, Tuskegee, Biloxi, Hopi,Sioux, etc.	Flowering Crape Myrtle		6' - 8'	B&B Multi-stem
			Lagerstroemia indica x fauriei 'Natchez, Muskogee, Tuscarora, Tuskegee, Biloxi, Hopi,Sioux, etc.	Flowering Crape Myrtle		8' - 10'	B&B Multi-stem
			Liquidambar styraciflua	Sweet Gum		5'-6'	B&B
			Liquidambar styraciflua	Sweet Gum	21/2"- 3"		B&B

			Magnolia grandiflora 'Bracken's Brown Beauty'.	Southern Magnolia		6' - 7'	B&B
			Magnolia grandiflora 'Bracken's Brown Beauty'.	Southern Magnolia		8' - 10'	B&B
			Magnolia grandiflora 'Bracken's Brown Beauty'.	Southern Magnolia		10' - 12'	B&B
			Magnolia grandiflora 'TMGH'	Alta Southern Magnolia		6' - 7'	B&B available @Select Trees
			Magnolia grandiflora 'TMGH'	Alta Southern Magnolia		8' - 9'	B&B available @Select Trees
			Magnolia graniflora 'Little Gem'	Little Gem Magnolia	11/2''- 2''		B&B
			Magnolia grandiflora 'Little Gem'	Little Gem Magnolia		6' - 7'	B&B
			Magnolia grandiflora 'Little Gem'	Little Gem Magnolia		8' - 10'	B&B
			Magnolia virginiana	Sweetbay Magnolia		6'-7'	B&B
			Magnolia virginiana	Sweetbay Magnolia		8'-10'	B&B
			Magnolia virginiana 'Henry Hicks'	Henry Hicks Sweetbay Magnolia		6'-8'	B&B
			Magnolia stellata 'Centennial, Royal Star'	Star Magnolia		5'-6'	B&B

			Magnolia x 'Ann, Betty, Jane, Susan, Pinkie, Randy, Galaxy, etc.	Saucer Magnolia		7'-8'	B&B
			Metasequoia glytostroboides	Dawn Redwood	2-2.5"	8'-10'	B&B
			Metasequoia glytostroboides	Dawn Redwood	2.5-3"	10'-12'	B&B
			Myrica cerifera	Waxmyrtle	Multi- stem	6'-7'	B&B
			Myrica cerifera	Waxmyrtle	Multi- stem	8'-10'	B&B
			Oxydendrum arboreum	Sourwood	2 1/2" - 3"	10' - 12'	B&B
			Oxydendrum arboreum	Sourwood	3" - 3 1/2"	12' - 14'	B&B
			Parrotia persica	Persian Parrotia		7-8'	B&B
			Parrotia persica	Persian Parrotia		8-10'	B&B
			Picea abies	Norway Spruce		20-25'	B&B
			Picea pungens glauca	Colorada Blue Spruce		5'-6'	B&B
			Picea pungens glauca	Colorada Blue Spruce		7'-8'	B&B
			Pinus bungeana	Lacebark Pine		5' - 6'	B&B
			Pinus bungeana	Lacebark Pine		7' - 8'	B&B
			Pinus nigra	Austrian Pine		5' - 6'	B&B
			Pinus nigra	Austrian Pine		6' - 8'	B&B
			Pinus taeda	Loblolly Pine		5' - 6'	B&B
			Pinus taeda	Loblolly Pine		6' - 8'	B&B
			Pinus taeda	Loblolly Pine	2-2.5"	10'-12'	B&B

			Pinus taeda	Loblolly Pine	2.5-3"	12'-14'	B&B
			Pinus thunbergiana	Japanese Black Pine		5-6'	B&B
			Pinus thunbergiana	Japanese Black Pine		7-8'	B&B
			Pistacia chinensis	Chinese Pistache	2.5-3"	12'-14'	B&B
			Pistacia chinensis	Chinese Pistache	3-3.5"	14'-16'	B&B
			Prunus serrulata 'Kwanzan'	Kwanzan Cherry	2 1/2" - 3"	10' - 12'	B&B
			Prunus serrulata 'Kwanzan'	Kwanzan Cherry	3" - 3 1/2"	12' - 14'	B&B
			Prunus subhirtella pendula	Higan Weeping Cherry	2-2.5"		B&B
			Prunus subhirtella pendula	Higan Weeping Cherry	2.5-3"		B&B
			Prunus x yedoensis	Yoshino Cherry	2.5-3"		B&B
			Prunus x yedoensis	Yoshino Cherry	3-3.5"		B&B
			Pyrus calleryana 'Chanticleer or Cleveland Select'	Callery Pear	2.5-3"	12'-14'	B&B
			Pyrus calleryana 'Chanticleer or Cleveland Select'	Callery Pear	3" - 3 1/2"	14'-16'	B&B
			Quercus alba	White Oak	2.5-3"	12-14'	B&B
			Quercus alba	White Oak	3" - 3 1/2"	12-14'	B&B
			Quercus alba	White Oak	3 1/2" - 4"	15' - 17'	B&B
			Quercus coccinea	Scarlet Oak	2.5-3"	12-14'	B&B

			Quercus coccinea	Scarlet Oak	3" - 3 1/2"	14' - 16'	B&B
			Quercus coccinea	Scarlet Oak	3 1/2" - 4"	15' - 17'	B&B
			Quercus lyrata	Overcup Oak	2.5-3"	12-14'	B&B
			Quercus nuttalli	Nuttall Oak	2.5-3"	12-14'	B&B
			Quercus nuttalli	Nuttall Oak	3-3.5"	14-16'	B&B
			Quercus palustris	Pin Oak	2.5-3"	12-14'	B&B
			Quercus palustris	Pin Oak	3" - 3 1/2"	14' - 16'	B&B
			Quercus palustris	Pin Oak	3 1/2" - 4"	15' - 17'	B&B
			Quercus phellos	Willow Oak	2.5-3"	12-14'	B&B
			Quercus phellos	Willow Oak	3" - 3 1/2"	14' - 16'	B&B
			Quercus phellos	Willow Oak	3 1/2" - 4"	15' - 17'	B&B
			Quercus phellos 'QPSTA'	High Tower Willow Oak	2.5-3"	12'-14'	B&B available @ Select Trees
			Quercus phellos 'QPSTA'	High Tower Willow Oak	3-3.5"	14'-16'	B&B available @ Select Trees
			Quercus rubra	Red Oak	2.5-3"	12'-14'	B&B
			Quercus rubra	Red Oak	3-3.5"	14'-16'	B&B
			Quercus shumardii	Shumard Oak	2.5-3"	14'-16'	B&B

			Quercus shumardii	Shumard Oak	3-3.5"	14'-16'	B&B
			Quercus virginiana	Live Oak	2.5-3"	12'-14'	B&B
			Quercus virginiana	Live Oak	3-3.5"	14'-16'	B&B
			Quercus virginiana 'QVTIA'	Highrise Live Oak	2.5-3"	12'-14'	B&B available @ Select Trees
			Quercus virginiana 'QVTIA'	Highrise Live Oak	3-3.5"	14'-16'	B&B available @ Select Trees
			Quercus virginiana 'QVTIA'	Highrise Live Oak	3-3.5"	14'-16'	B&B available @ Select Trees
			Salix babylonica	Weeping Willow		6'-8'	B&B
			Sophora japonica 'Regent'	Japanese Pagodatree	2-2.5"	10-12'	B&B
			Sophora japonica 'Regent'	Japanese Pagodatree	2.5-3"	12-14'	B&B
			Styrax japonicus	Japanese Snowbell		5-6'	B&B
			Styrax japonicus	Japanese Snowbell		7-8'	B&B
			Taxodium distichum	Bald Cypress		7'-8'	B&B
			Taxodium distichum	Bald Cypress		8'-10'	B&B
			Taxodium distichum	Bald Cypress		12'-14'	B&B
			Thuja plicata 'Green Giant'	Green Giant Western Red Cedar		5'-6'	B&B

			Thuja plicata 'Green Giant'	Green Giant Western Red Cedar		6-7'	B&B
			Thuja plicata 'Green Giant'	Green Giant Western Red Cedar		8'-10'	B&B
			Tilia cordata	Linden	3"		B&B
			Ulmus parvifolia	Lacebark Elm	2.5-3"	12-14'	B&B
			Ulmus parvifolia	Lacebark Elm	3-3.5"	14'-16'	B&B
			Ulmus parvifolia 'Allee'	Allee Lacebark Elm	2.5-3"	12-14'	B&B
			Ulmus parvifolia 'Allee'	Allee Lacebark Elm	3-3.5"	14'-16'	B&B
			Ulmus parvifolia 'UPMTF'	Bosque Lacebark Elm	2.5-3"	12-14'	B&B @ Select Trees
			Ulmus parvifolia 'UPMTF'	Bosque Lacebark Elm	3-3.5"	14'-16'	B&B @ Select Trees
			Vitex agnus- castus	Chastetree		4-5'	B&B
			Vitex agnus- castus	Chastetree		6-7'	B&B
			Zelkova serrata	Zelkova	3" - 3 1/2"	14' - 16'	B&B
			Zelkova serrata	Zelkova	3 1/2" - 4"	15' - 17'	B&B
			Zelkova serrata 'Green Vase'	Green Vase Zelkova	2.5-3"	12'-14'	B&B
			Zelkova serrata 'Green Vase'	Green Vase Zelkova	3" - 3 1/2"	14' - 16'	B&B
			Zelkova serrata 'Green Vase'	Green Vase Zelkova	3 1/2" - 4"	15' - 17'	B&B

* All prices to be installed price each including requirements of the installation specifications.

B. Please provide an installed unit cost for the following plant list. All prices should include materials and installation specifications as described in 3.0 Specifications and the attached Plant Materials and Installation General Specifications:

12.2 PLANT LIST - SHRUBS

Installed Unit Cost			Botanical Name	Common Name	Height	Spread	Comments
Quantity 1 -9	Quantity 10 -24	Quantity 25 -UP					
			Abelia grandiflora 'Confetti'	Confetti Glossy Abelia		12-15"	container
			Abelia grandiflora 'Confetti'	Confetti Glossy Abelia		15-18"	container
			Abelia grandiflora 'Little Richard'	Little Richard Glossy Abelia		15-18"	container
			Abelia Grandiflora	Glossy Abelia	3' - 4'		B&B
			Abelia Grandiflora	Glossy Abelia	4' - 5'		B&B
			Berberis thunbergii 'Aurea'	Crimson Pygmy Barberry		15" - 18"	container
			Berberis thunbergii 'Concorde'	Crimson Pygmy Barberry		15" - 18"	container
			Berberis thunbergii 'Concorde'	Crimson Pygmy Barberry		18-24"	container
			Berberis thunbergii 'Crimson Pygmy'	Crimson Pygmy Barberry		15" - 18"	container
			Berberis thunbergii 'Crimson Pygmy'	Crimson Pygmy Barberry		18" - 24"	container

			Berberis thunbergii 'Rose Glow'	Rose Glow Japanese Barberry	18" - 24"		container
			Berberis thunbergii 'Sunsation'	Sunsation Japanese Barberry	18" - 24"		container
			Buddlleia davidii 'Black Knight, Honeycomb, Nanho Blue, Pink Delight, Royal Red, White Profusion, etc.	Butterfly Bush, Variety of Bloom Color	30-36"		container
			Callicarpa dichotoma 'Issai'	Dwarf Beautyberry	18-24"		container
			Callicarpa dichotoma	Purple Beautyberry	24-30"		container
			Camellia japonica Major varieties	Spring Camellia	30-36"		container
			Camellia sasanqua Major varieties	Fall Camellia	30-36"	24-30"	container
			Caryopteris x clandonensis Major varieties	Blue Mist Shrub	24-30"		container
			Ceanothus americanus	New Jersey Tea	18" - 24"		container
			Ceanothus americanus	New Jersey Tea	24" - 30"		container
			Chamaecyparis obtuse 'Hinoki'	Hinoki False Cypress	24-30"		container
			Chamaecyparis obtuse 'Hinoki'	Hinoki False Cypress	3-4'		Specimen container
			Chamaecyparis pisifera 'Filera Aurea, Sungold or similar	Golden Threadbranch False Cypress		15-18"	container

			Chamaecyparis pisifera 'Filera Aurea, Sungold or similar	Golden Threadbranch False Cypress		18-24"	container
			Clethra alnifolia 'Hummingbird, Ruby Spice or similar	Clethra	18-24"		container
			Cornus sanguinea Cornus sanguinea 'Flaviramea'	Bloodtwig, Yellowtwig Dogwood	24-30"		container
			Cornus sericea 'Cardinal, Kelseyi, Baileyi or similar	Redosier Dogwood	24-30"		container
			Cotinus coggrygia 'Royal Purple'	Purple leaf Smoketree	4-5'		B&B or container
			Cotoneaster salicifolius 'Repens' or 'Scarlet Leader'	Willowleaf Cotoneaster		12-15"	container
			Cotoneaster salicifolius 'Repens' or 'Scarlet Leader'	Willowleaf Cotoneaster		15-18"	container
			Cupressocyparis leylandii 'Silver Dust'	Silver Dust Leyland Cypress		24-30"	3 gallon container
			Cupressocyparis leylandii 'Silver Dust'	Silver Dust Leyland Cypress		3-4'	7 gallon container
			Cytisus scoparius Major varieties	Scotchbroom	18-24"		container
			Euonymus alata	Winged Euonymus	18" - 24"		container
			Euonymus alata		24" - 30"		container
			Euonymus alata 'Compacta'	Dwarf Burning Bush	18" - 24"		container

			Euonymus alata 'Compacta'	Dwarf Burning Bush	24" - 30"		container
			Euonymus fortunei 'Moonshadow'	Moonshadow Euonymus	12-15"		container
			Euonymus Kiautschovica X 'Manhattan'	Manhattan Spreading Euonymus	30" - 36"		container
			Euonymus Kiautschovica X 'Manhattan'	Manhattan Spreading Euonymus	3' - 4'		container
			Euonymus Kiautschovica 'Pauli'	Pauli Spreading Euonymus	30" - 36"		container
			Euonymus Kiautschovica 'Pauli'	Pauli Spreading Euonymus	3' - 4'		container
			Forsythia x intermedia Major Varieties		24-30"		B&B
			Hydrangea macrophylla Major Varieties	Bigleaf Hydrangea		24-30"	container
			Hydrangea paniculata Major Varieties	Panicle Hydrangea	30-36"		container
			Hydrangea quercifolia Major Varieties	Oakleaf Hydrangea		24-30"	container
			Hypericum calycinum Major Varieties	St. Johnswort		15-18"	container
			Hypericum 'Hidcote'	St. Johnswort		8-10"	container
			Hypericum prolificum Major Varieties	St. Johnswort		15-18"	container

			Hypericum x moserianum 'Tricolor'	Tricolor Hypericum		12-15"	container
			Ilex aquifolium 'Aurea- Marginata'	Variegated English Holly	4-5'		B&B or container
			Ilex cornuta 'Burfordii nana'	Dwarf Burford Holly	24-30"		container
			Ilex cornuta 'Carissa'	Carissa Holly		15-18"	container
			Ilex crenata 'Hetzi'	Hetz Japanese Holly	18" - 24"		container
			Ilex crenata 'Hetzi'	Hetz Japanese Holly	24" - 30"		container
			Ilex crenata 'Steeds'	Steeds Upright Jap. Holly	3' - 4'		container
			Ilex crenata 'Steeds'	Steeds Upright Jap. Holly	4' - 5'		container
			Ilex crenata 'Green Luster'	Green Luster Jap. Holly	15" - 18"		container
			Ilex crenata 'Green Luster'	Green Luster Jap. Holly	18" - 24"		container
			Ilex crenata 'Sky Pencil'	Sky Pencil Japanese Holly	24-30"		container
			Ilex crenata 'Sky Pencil'	Sky Pencil Japanese Holly	30-36"		container
			Ilex glabra	Inkberry	30" - 36"		container
			Ilex glabra	Inkberry	3' - 4'		container
			Ilex glabra 'Compacta'	Compact Inkberry	30" - 36"		container
			Ilex glabra 'Compacta'	Compact Inkberry	3' - 4'		container

			Ilex x meserveae 'Blue Prince'	Blue Prince Holly	15" - 18"		container
			Ilex x meserveae 'Blue Prince'	Blue Prince Holly	18" - 24"		container
			Ilex x meserveae 'Blue Princess'	Blue Princess Holly	15" - 18"		container
			Ilex x meserveae 'Blue Princess'	Blue Princess Holly	18" - 24"		container
			Ilex x meserveae 'Golden Girl'	Golden Girl Holly	15" - 18"		container
			Ilex x meserveae 'Golden Girl'	Golden Girl Holly	18" - 24"		container
			Ilex x meserveae 'Blue Princess'	Blue Princess Holly	18" - 24"		container
			Ilex Cornuta 'Burfordi Nana'	Dwarf Buford Holly	2' - 2 1/2'		container
			Ilex Cornuta 'Burfordi Nana'	Dwarf Buford Holly	2 1/2' - 3'		container
			Ilex Cornuta 'Rotunda'	Dwarf Chinese Holly	15" - 18"		container
			Ilex Cornuta 'Rotunda'	Dwarf Chinese Holly	18" - 24"		container
			Ilex verticillata 'Apollo'	Winterberry Male	15" - 18"		container
			Ilex verticillata 'Sparkleberry' or similar varieties	Winterberry Female	15" - 18"		container
			Ilex vomitoria nana	Dwarf Yaupon Holly	15" - 18"		container
			Ilex vomitoria nana	Dwarf Yaupon Holly	18" - 24"		container
			Ilex vomitoria 'Nana Bordeaux'	Dwarf Yaupon Bordeaux Holly	18" min.		container

			Itea virginica 'Henry's Garnet'	Henry's Garnet Virginia Sweetspire	24-30"		container
			Itea virginica 'Little Henry	Dwarf Virginia Sweetspire		18-24"	container
			Jasminum nudiflorum	Winter Jasmine		15-18"	container
			Juniperus chinensis 'Gold Coast'	Gold Coast Juniper		18-24"	container
			Juniperus chinensis 'Nick's compacta, Pfitzeriana compacta, Sea Green or similar	Compact Chinses Juniper Juniper		18-24"	container
			Juniperus conferta 'Blue Pacific'	Blue Pacific Juniper		10-12"	1 gallon container
			Juniperus Conferta 'Blue Pacific'	Blue Pacific Juniper		15" - 18"	container
			Juniperus Conferta 'Blue Pacific'	Blue Pacific Juniper		18" - 24"	container
			Juniperus horizontalis 'Bar Harbor'	Bar Harbor Juniper		15" - 18"	container
			Juniperus horizontalis 'Bar Harbor'	Bar Harbor Juniper		18" - 24"	container
			Juniperus chinensis 'Sargentii'	Sargent Juniper		15" - 18"	container

			Juniperus davarica 'Expansa Parsoni'	Parson's Juniper		15-18"	container
			Juniperus davarica 'Parsoni Variegata'	Variegated Parson's Juniper		15-18"	container
			Juniperus chinensis 'Sargentii'	Sargent Juniper		18" - 24"	container
			Juniperus horizontalis 'Wiltonii'	Blue Rug Juniper		15" - 18"	container
			Juniperus horizontalis 'Wiltonii'	Blue Rug Juniper		18" - 24"	container
			Juniperus procumbens 'Nana'	Dwarf Jap. Garden Juniper		15-18"	container
			Juniperus procumbens 'Variegata'	Variegated Jap. Garden Juniper		15-18"	container
			Leucothoe axillaris	Coastal Leucothoe		12-15"	container
			Leucothoe fontanesiana 'Rainbow'	Rainbow Leucothoe		12-15"	container
			Leucothoe racemosa	Sweetbells Leucothoe	18" - 24"		container
			Leucothoe racemosa	Sweetbells Leucothoe	24" - 30"		container
			Lindera benzion	Spicebush	18" - 24"		container
			Lindera benzion	Spicebush	24" - 30"		container

			Lorapetalum Chinese var. rubrum 'Burgundy, Pizzaz' or similar	Chinses Fringeflower		18-24"	container
			Magnolia virginiana	Sweet Bay Magnolia	18" - 24"		container
			Magnolia virginiana	Sweet Bay Magnolia	24" - 30"		container
			Mahonia bealei	Leatherleaf Mahonia	24" - 30"		container
			Myrica cerifera	Southern Wax Myrtle	30" - 36"		container
			Myrica cerifera	Southern Wax Myrtle	3' - 4'		B&B
			Myrica cerifera	Southern Bayberry	4' - 6'		B&B Multi-stem
			Nandina domestica 'Moon Bay or Gulfstream	Compact Heavenly Bamboo	18-24"		container
			Nandina domestica 'Harbor Dwarf'	Dwarf Heavenly Bamboo		12-15"	container
			Nandina domestica 'Firepower'	Dwarf Heavenly Bamboo		12-15"	container
			Nandina domestica 'Firepower'	Dwarf Heavenly Bamboo		15-18"	container
			Philadelphus 'Minature Snowflake'	Minature Snowflake Mockorange	2' - 2 1/2'		B&B
			Philadelphus 'Minature Snowflake'	Minature Snowflake Mockorange	2 1/2' - 3'		B&B
			Pieris Japonica	Japanese Pieris	2' - 2 1/2'		B&B

			Pieris Japonica	Japanese Pieris	2 1/2' - 3'		B&B
			Pieris japonica 'Mt. Fire'	Mt. Fire Japanese Pieris	18-24"		B&B
			Pieris japonica 'Variegata'	Variegated Japanese Pieris	18-24"		B&B
			Pieris japonica 'Variegata'	Variegated Japanese Pieris	2 1/2' - 3'		B&B
			Pittosporum tobira 'Variegata	Variegated Pittosporum		18-24"	container
			Pittosporum tobira 'Wheeler's Dwarf'	Wheeler's Dwarf Pittosporum		15-18"	container
			Prunus Laurocerasus 'Otto Luykens'	Otto Luyken Cherry Laurel	15" - 18"		container
			Prunus Laurocerasus 'Otto Luykens'	Otto Luyken Cherry Laurel	18" - 24"		container
			Prunus Laurocerasus 'Schipkawnsis'	Schipka Cherry Laurel	18" - 24"		container
			Prunus Laurocerasus 'Schipkawnsis'	Schipka Cherry Laurel	30" - 36"		container
			Pyracantha coccinea 'Lowboy' or similar	Dwarf Pyracantha		18-24"	container
			Pyracantha x 'Mohave'	Mohave Pyracantha		36"- 48"	
			Rhaphiolepis indica 'Eleanor Tabor'	Eleanor Tabor Indian Hawthorn		15-18"	container
			Rhaphiolepis indica 'Enchantress Pink'	Enchantress Pink Indian Hawthorn		15-18"	container

			Rhaphiolepis Indica 'Springtime'	Indian Hawthorn	15-18"		container
			Rhaphiolepis Indica 'Springtime'	India Hawthorn	18" - 24"		container
			Rhaphiolepis Indica 'Springtime'	India Hawthorn	30" - 36"		container
			Rhododendron Kurume Hybrids	Kurume Azalea		15-18"	container
			Rhododendron Satsuki Hybrids	Satsuki Azalea		15-18"	container
			Rhododendron Southern Indica Hybrids	Southern Indica Azalea		18-24"	container
			Rosa x Flower Carpet Pink, White, Red, Apple Blossom	Flower Carpet Roses		12-15"	container
			Rosa x Flower Carpet Pink, White, Red, Apple Blossom	Flower Carpet Roses		18-24"	container
			Rosa x Meidiland Bonica, Carfree Beauty, Carfree Delight, or similar	Landscape Shrub Roses		12-15"	container
			Rhus typhina	Staghorn Sumac	18" - 24"		container
			Rhus typhina	Staghorn Sumac	24" - 30"		container
			Spiraea japonica 'Gold Mound'	Gold Mound Jap. Spirea		18" min.	container
			Spiraea japonica 'Little Princess'	Little Princess Jap. Spirea		15" min.	container

			Spiraea japonica 'Neon Flash'	Neon Flash Jap. Spirea		18'' min.	container
			Spiraea bumalda 'Anthony Waterer'	Anthony Waterer Spirea	2' - 2 1/2'		container
			Spiraea bumalda 'Anthony Waterer'	Anthony Waterer Spirea	2 1/2' - 3'		container
			Spiraea bumalda 'Goldflame'	Goldflame Spirea		18'' min.	container
			Spiraea nipponica 'Snowmound'	Snowmound Spirea	2' - 2 1/2'		container
			Spiraea nipponica 'Snowmound'	Snowmound Spirea	2 1/2' - 3'		container
			Syringa microphylla 'Superba'	Superba Lilac	30-36''		7 gallon container
			Ternstroemia gymnanthera	Japanese Cleyera	24-30''		container
			Viburnum acerifolium	Maple Leaf Viburnum	2' - 2 1/2'		B&B
			Viburnum acerifolium	Maple Leaf Viburnum	2 1/2' - 3'		B&B
			Viburnum carlesi	Korean Spice Viburnum	2' - 2 1/2'		B&B
			Viburnum carlesi	Korean Spice Viburnum	2 1/2' - 3'		B&B
			Viburnum 'Chindo'	Chindo Viburnum	2 1/2' - 3'		container or B&B
			Viburnum davidii	David Viburnum		15-18''	container
			Viburnum dentatum	Arrowood	2' - 2 1/2'		B&B
			Viburnum dentatum	Arrowood	2 1/2' - 3'		B&B

			Viburnum dentatum 'Blue Muffin'	Blue Muffin Arrowood	24" min.		3 gallon container
			Viburnum plicatum tomentosum 'Shasta, Mariesii, Popcorn or similar	Doublefile Viburnum	2 1/2' - 3		container or B&B
			Viburnum plicatum tomentosum 'Summer Snowflake'	Summer Snowflake Compact Viburnum		24-30"	container or B&B
			Viburnum tinus 'Compactum'	Laurustinus	24-30"		container
			Weigela x 'wine & Roses'	Wine & Rose Weigela		15-18"	container

* **All prices to be installed price each including requirements of the installation specifications.**

C. Please provide an installed unit cost for the following plant list. All prices should include materials and installation practices as described in 3.0 Specifications and the attached Plant Materials and Installation General Specifications:

12.3 PLANT LIST - GROUNDCOVERS

Installed Unit Cost			Botanical Name	Common Name	Height	Spread	Comments
Quantity 1 -19	Quantity 20+	Quantity 100+					
			Ajuga Reptans	Bugleweed			2 1/4" pots 50 per flat
							4" pot 20 per flat
			Euonymus Fortunei 'Colorata'	Purple-Leaf Wintercreeper			3" pot
			Euonymus Fortunei 'Colorata'	Purple-Leaf Wintercreeper			Flat rc 100 per flat
			Hedera Helix	Baltic Ivy			2 1/4" pots 50 per flat
			Hedera Helix	Baltic Ivy			Flat rc 100 per flat
			Hedera Helix	English Ivy			2 1/4" pots 50 per flat
			Hedera Helix	English Ivy			Flat rc 100 per flat
			Hedera helix 'Baltica, Hahn, Maple Leaf, Thorndale, Wilson or similar	Standard English Ivy			2.5" pot 32 per flat
			Hedera helix 'Baltica, Hahn, Maple Leaf, Thorndale, Wilson or similar	Standard English Ivy			Flat rc 100 per flat

			Hedera helix 'Asterisk, Needlepoint, Tobler or similar	Bird's Foot Ivies			2.5" pot 32 per flat
			Hedera helix 'Asterisk, Needlepoint, Tobler or similar	Bird's Foot Ivies			Flat rc 100 per flat
			Hedera helix Gold Child, Gold Craft, Gold Dust or similar	Gold Variegated Ivies			2.5" pot 32 per flat
			Hedera helix Gold Child, Gold Craft, Gold Dust or similar	Gold Variegated Ivies			Flat rc 100 per flat
			Hedera helix Duck Foot, Midget, Misty, Gnome or similar	Miniature Ivies			2.5" pot 32 per flat
			Hedera helix Duck Foot, Midget, Misty, Gnome or similar	Miniature Ivies			Flat rc 100 per flat
			Hedera helix Anne Marie, Glacier, Paper Doll, Zebra or similar	White Variegated Ivies			2.5" pot 32 per flat
			Hedera helix Anne Marie, Glacier, Paper Doll, Zebra or similar	White Variegated Ivies			Flat rc 100 per flat
			Liriope muscari	Big Blue Lilyturf			1 Gal.
			Liriope muscari 'Majestic'	Majestic Liriope			1 Gal.
			Liriope muscari 'Monroe White'	White Lilyturf			1 Gal.
			Liriope muscari	Variegated			1 Gal.

			'Variegata'	Liriope			
			Pachysandra Terminalis	Japanese Spurge			2 1/4" pots 50 per flat
			Pachysandra Terminalis	Japanese Spurge			Flat rc 100 per flat
			Vinca minor	Periwinkle			2 1/4" pots 50 per flat
			Vinca minor cultivars	Periwinkle			2.5" pot 32 per flat

* **All prices to be installed price each including requirements of the installation specifications.**

D. Please provide an installed unit cost for the following plant list. All prices should include materials and installation specifications as described in 3.0 Specifications and the attached Plant Materials and Installation General Specifications:

12.4 PLANT LIST - FLOWERS

Installed Unit Cost							
Quantity 1 -19	Quantity 20+	Quantity 100+	Botanical Name	Common Name	Height	Color	Comments
PERENNIALS							
			Achillea millefolium ‘Moonshine, Red Beauty, Snowsport or similar	Yarrow		Yellow Red White Laven- der	1 gallon container or 8” pan
			Anemone x ‘Pamina, Honorine Jobert or similar	Anemone		Pink White Purple	1 Quart Pot 15 per flat
			Anemone x ‘Pamina, Honorine Jobert or similar	Anemone		Pink White Purple	1 gallon container or 8” pan
			Astilbe arendsii x ‘Fanal, Glut, Deutschland or similar	False Spirea		Pink White Purple Red	1 gallon container or 8” pan
			Astilbe chinensis ‘Pumila, Finale, Superba, Visions’or similar	False Spirea		Pink White Purple Red	1 gallon container or 8” pan
			Begonia grandis	Hardy Begonia		Pink	1 Quart Pot 15 per flat
			Bergenia x ‘Bressingham Ruby/White, Evening Glow or similar	Heart-leaf Bergenia			1 Quart Pot 15 per flat

			Canna x 'Ambassador, City of Portland, Harvest Yellow or similar	Canna			2 gallon container
			Canna x Phasion	Tropicanna			1 gallon container
			Canna x Phasion	Tropicanna			3 gallon container
			Coreopsis verticillata 'Moonbeam or Zagreb	Tickseed			1 gallon container
			Coreopsis grandiflora 'Tequila Sunrise'	Tickseed			1 gallon container
			Coreopsis 'Limerock Ruby'	Tickseed			1 gallon container
			Coreopsis 'American Dream'	Tickseed			1 gallon container
			Dianthus gratianopolitanus 'Bath's Pink, Firewitch' or similar	Tickseed			1 gallon container
			Echinacea purpurea 'Magnus' or similar	Purple Coneflower			1 gallon container
			Geum species 'Mrs. Bradshaw or similar	Avens		Orange Red	1 gallon container
			Helleborus species	Hellebores			1 gallon container
			Heuchera species 'Palace Purple' or similar	Coral Belles			1 gallon container

			Hemerocallis 'Hyperion'	Daylilly	40"	Pale Yellow	1 Qt. Pot
			Hemerocallis 'Goldfinch'	Daylilly	30"	Yellow	1 Qt. Pot
			Hemerocallis 'Cartwheels'	Daylilly	30"	Deep Yellow	1 Qt. Pot
			Hemerocallis species 'Happy Returns, Pandora's Box, Stella D'ora, American Revolution, Mini Pearl, or similar	Repeat Bloom Daylily			1 gallon container
			Hosta species 'Patriot, Francee, Blue Cadet, Guacomole, Gold Edger,' or similar	Plantain Lilly			1 gallon container
			Houttuynia cordata 'Chameleon'	Houttuynia			1 gallon container
			Iris ensata cultivars	Japanese Iris			1 gallon container
			Iris germanica cultivars	Bearded Iris			1 gallon container
			Iris pseudacorus cultivars	Yellow Flag Iris			1 gallon container
			Iris pallida 'Aurea Variegata'	Variegated Iris			1 gallon container
			Iris sibirica cultivars	Siberian Iris			1 gallon container
			Liatris spicata cultivars	Gayfeather			1 gallon container
			Ligularia aureomaculata	Leopard Plant			1 gallon container

			Malephora crocea 'Tequila Sunrise'	Red Ice Plant			1 gallon container
			Paeonia species	Peony			1 gallon container
			Papver orientale cultivars	Peony			1 gallon container
			Rudbeckia species	Black-Eyed Susan			1 gallon container
			Salvia species	Sage			1 gallon container
			Sedum species	Stonecrop			1 gallon container
			Solidago rugosa 'Fireworks'	Goldenrod			1 gallon container
			Stachys byazantina 'Helen von Stein'	Goldenrod			1 gallon container
			Veronica alpina 'Goodness Grows'	Speedwell			1 gallon container
			Veronica spicata 'Red Fox or Icicle'	Speedwell			1 gallon container

* All prices to be installed price each including requirements of the installation specifications.

Installed Unit Cost							
Quantity 1 -19	Quantity 20+	Quantity 100+	Botanical Name	Common Name	Height	Color	Comments
FERNS							
			Athyrium nipponicum ‘Pictum’	Jap. Painted Fern			1 gallon container

			Crytomium falcatum	Holly Fern			1 gallon container
			Dryopteris erythrosora	Autumn Fern			1 gallon container
			Matteuccia struthiopteris	Ostrich Fern			1 gallon container
			Osmunda cinnamonea	Cinnamon Fern			1 gallon container
			Polystichum arostichoides	Christmas Fern			1 gallon container
			Polystichum polyblepharum	Tassel Fern			1 gallon container

* All prices to be installed price each including requirements of the installation specifications.

Installed Unit Cost							
Quantity 1 -19	Quantity 20+	Quantity 100+	Botanical Name	Common Name	Height	Color	Comments
GRASSES							
			Acorus gramineus	Sweetflag			1 gallon container
			Calamagrostis ‘Karl Foerster’	Reather Reed Grass	12-15”		1 gallon container
			Cortaderia selloana	Pampus Grass	30-36”		3 gallon container
			Cortaderia selloana ‘Pumila’	Dwarf Pampus Grass	18-24”		3 gallon container
			Elymus arenarius ‘Glucous’	Blue Dune Grass	12-15”		1 gallon container
			Imperata rubra ‘Red Baron’	Japanese Blood Grass	10-12”		1 gallon container

			Miscanthus sinensis 'Gracillimus, Morning Light, Variegata, Cosmopolitan', strictus or similar	Silver Grasses	30-36"		3 gallon container
			Panicum virgatum 'Heavy Metal, Shenandoah Prairy Sky or similar	Switch Grasses			3 gallon container
			Pennisetum alopecuroides 'Hameln', Moudry	Switch Grasses			3 gallon container
			Pennisetum alopecuroides 'Hameln, Moudry' or similar	Fountain			3 gallon container
			Pennisetum setaceum 'Rubrum	Purple Fountain Grass (Annual)			1 gallon container
			Pennisetum setaceum 'Rubrum	Purple Fountain Grass (Annual)			3 gallon container
			Phalaris arundinacea	Ribbon Grass			3 gallon container

* All prices to be installed price each including requirements of the installation specifications.

Installed Unit Cost							
Quantity 1 -19	Quantity 20+	Quantity 100+	Botanical Name	Common Name	Height	Color	Comments
SEASONAL COLOR							
			Brassica oleracea	Ornamental Kale	12' - 18'	Mixed	8" pan
			Chrysanthemum morifollum	Garden Mum	12" - 15"	Mixed	8" pan
				Ornamental Cabbage	12" - 15"	Mixed	8" pan

* All prices to be installed price each including requirements of the installation specifications.

Installed Unit Cost							
Quantity 100	Quantity 500	Quantity 1000+	Botanical Name	Common Name	Height	Color	Comments
BULBS							
			Narcissus species ‘Ceylon, Marieke, Las Vegas, Accent,etc	Daffodil Division I & II (Trumpet & Large Cup)		Mixed	#1 bulbs
			Narcissus species Innovator, Tahiti, Petit Four, etc.	Daffodil Division IV (Double)		Mixed	#1 bulbs
			Narcissus species Intrigue, Quail, Pink Angel etc.	Daffodil Division VII (Jonquilla)		Mixed	#1 bulbs
			Tulipa	Tulip		Mixed	#1 bulbs

* All prices to be installed price each including requirements of the installation specifications.

Installed Unit Cost							
Quantity 1-19	Quantity 20+	Quantity 100+	Botanical Name	Common Name	Height	Color	Comments
ANNUALS							
			Plants to include but not limited to:	Ageratum, Begonia, Coleus, Dianthus, Dusty Miller, Geranium, Impatiens, Marigold, New Guinea Impatiens, Pansy, Petunia, Salvia, Snapdragon, Verbena, Vinca, Zinnia		Mixed	Flats (1203 cell packs 36 plants per flat)
			Plants to include but not limited to	Ageratum, Begonia, Coleus, Dianthus, Dusty Miller, Geranium, Impatiens, Marigold, New Guinea Impatiens, Pansy, Petunia, Salvia, Snapdragon, Verbena, Vinca, Zinnia		Mixed	4 1/2" Pot

			Plants to include but not limited to	Ageratum, Begonia, Coleus, Dianthus, Dusty Miller, Geranium, Impatiens, Marigold, New Guinea Impatiens, Pansy, Petunia, Salvia, Snapdragon, Verbena, Vinca, Zinnia		Mixed	6" Pot
			Please include price list for any additional seasonal color plants you recommend.				2 1/4" pots 50 per flat 4" Pot 6" Pot

*** All prices to be installed price each including requirements of the installation specifications.**

12.5 PRICING SCHEDULE FOR ADDITIONAL WORK:

A. Please provide an installed unit cost for the following additional work:

Sod Installation

Type of Sod	Cost per sq. yd. for 1 - 5 pallets	Cost per sq. yd. for 6 - 20 pallets	Cost per sq. yd. for 20 plus pallets
Certified Vamont Bermuda Sod			
Certified Tifway 419 Bermuda Sod			
Certified Turf Type Fescue			
Certified Southern Bell Fescue			

- All prices to be installed price each including requirements of the installation specifications.
-

B. Please provide an installed unit cost for the following additional work:

Sprig Installation

Type of Sprig	Cost per 0-500 Bushels	Cost per 500-1000 Bushels	Cost per 1000+ Bushels
Certified Vamont Sprig			
Certified Tifway 419 Bermuda Sprig			

- * All prices to be installed price each including requirements of the installation specifications.

C. Please provide a service cost for the following additional work:**Athletic Field Installation**

Type of Service	Cost for Soccer Field 200X300	Cost for Soccer Field 240X360	Cost for Football Field 160X360	Cost for Baseball Field 2 acres	Cost per Acre
Roto-tilling					
Power Raking and Removing Existing vegetation					
Fine grading					
Row Planting Sprig					
Installing and Rolling Sod					

* All prices to include requirements of the installation specifications

D. Please provide a cost for the following additional work:**Equipment Rental (with Operator)**

Type of Equipment	Cost for Mobilization	Cost per Day	Cost per Week	Cost per Month
Howard Rotivator				
Harley Power Rake				
Eversman Landscape				
Lely Roterra				
Turf Roller				
Sod Cutter				
Ditch Witch				

* All prices to include requirements of the specifications

E. Please provide a cost for the following additional work:**Equipment Rental**

Type of Equipment	Cost for Mobilization	Cost per Day	Cost per Week	Cost per Month
Howard Rotivator				
Harley Power Rake				
Eversman Landleveler				
Lely Roterra				
Turf Roller				
Sod Cutter				
Ditch Witch				

* All prices to include requirements of the specifications

F. Please provide unit costs for the following additional services. Services will be contracted as additional work and should be priced as described:**1. PERENNIAL AND BULB BED PREPARATION**

- a. **Topsoil** - hauled in as required _____/cu. yd.
- b. **Nutri-Green Compost** - hauled in as required. _____/cu. yd.
- c. **Fertilizer** - hauled in as required.
- Groco Controlled Release Fertilizer _____/50lb. bag
- Osmocote Controlled Release Fertilizer _____/50lb. bag
- d. **Bed Preparation** – Removal of existing vegetation _____/sq. yd.
Mixing/roto-tilling in topsoil, Nutri-Green
compost, and fertilizer.

2. SHRUB BED PREPARATION

- a. **Roto-tilling Shrub Bed** – to a minimum depth of 8-10” _____/sq. yd.
- b. **Fine Grading** _____/sq. yd.
- c. **Topsoil** - hauled in as required _____/cu. yd.
- d. **Nutri-Green Compost** - hauled in as required. _____/cu. yd.
- e. **Fertilizer** - hauled in as required.
- Groco Controlled Release Fertilizer _____/50lb. bag
- Osmocote Controlled Release Fertilizer _____/50lb. bag
- f. **Bed Preparation** - Removal of existing vegetation _____/sq. yd.
Mixing/roto-tilling in topsoil, Nutri-Green
compost, and fertilizer.

3. PREPARATION FOR SOD INSTALLATION

- a. **Rolling existing soil & Removal of existing vegetation** _____/sq. yd.
- b. **Rough Grading** _____/sq. yd.
- c. **Fine Grading** _____/sq. yd.
- d. **Topsoil** - hauled in as required _____/cu. yd.
- e. **Nutri-Green Compost** - hauled in as required. _____/cu. yd.
- f. **Fertilizer** - hauled in as required _____/LB.
- g. **Sod Bed Preparation** - Removal of existing vegetation _____/sq. yd.
mixing in topsoil,
edging along sidewalks

4. PROFESSIONAL LANDSCAPE DESIGN SERVICES

- a. Please provide an hourly cost to provide landscape design services to include professional landscape drawings and plant list.

Cost per hour

5. OTHER ITEMS

- a. **Seeding, Grass** provide seed, prepare seed bed, seed, _____/sq. yd.
mulch and tack
- b. **Reseeding, Wildflower** provide seed, core aerate bed area, _____/sq. yd.
seed, water
- b. **Transplant Existing Shrubs** Landscape transplants shall _____/shrub
conform to the 3.0 Specifications
and attached Plant Materials and
Installation General Specifications
(EXHIBIT A)

11.6 PRICING SCHEDULE FOR MISCELLANEOUS MATERIALS**A. Please provide unit costs for the following material:****Miscellaneous Materials**

Material Description	Quantity	Unit/Size	Unit Cost Installed
Topsoil: sifted, screened, delivered, hauled, and spread/roto-tilled	1	Cubic yard	
Topsoil: sifted, screened, delivered, hauled, and spread/roto-tilled	6	Cubic yard load	
Topsoil: sifted, screened, delivered, hauled and spread/roto-tilled	10+	Cubic yard load	
Nutri-Green Compost: delivered, hauled and spread/roto-tilled	1	Cubic yard	
Nutri-Green Compost: delivered, hauled and spread/roto-tilled	6	Cubic yard load	
Nutri-Green Compost: delivered, hauled and spread/roto-tilled	10+	Cubic yard load	
Mulch, Grade A, double shredded hardwood, delivered, hauled and spread	1	Cubic yard load	
Mulch, Grade A, double shredded hardwood, delivered, hauled and spread	6	Cubic yard load	
Mulch, Grade A, double shredded hardwood, delivered, hauled and spread	10+	Cubic yard load	
Grocote Controlled Release Fertilizer	50 lb. bag	15-8-12 5-6 Month	
Osmocote Controlled Release Fertilizer	50 lb. bag	18-6-12 8-9 Month	
Mycor Tree Saver Mycorrhiza Inoculant	1 pkg. per caliper inch	3 oz. package	
Tree Staple Stabilizing System	2/per tree	TS24-8-8	
Tree Staple Stabilizing System	2/per tree	TS36-10-10	
Tree Staple Stabilizing System	3/per tree	TS42-12-12	
Tree Staple Stabilizing System	3/per tree	TS48-12-12	
Tomahawk Tree Stabilizer System	2/per tree	82102/24"	
Tomahawk Tree Stabilizer System	2/per tree	82101/32"	
Tomahawk Tree Stabilizer System	3/per tree	82100/42"	
Certified Fescue Seed	7lbs	1000 square feet	
Perennial Ryegrass Seed	10lbs	1000square feet	

Southeastern Wildflower Mix	10lbs (1/2 rate)	acre	
Northeastern Wildflower Mix	4lbs (1/2 rate)	acre	

13.0 INFORMATION:

Bidder will hold prices for the entire contract process period, up to sixty (60) days from Date of bid? _____ YES _____ NO.

If no, what is the period of time that the bid price would remain good? _____ Days.

14.0 CONTRACTOR DATA:

All bidders shall supply the following information. This bid shall be awarded only to a responsible and responsive bidder, qualified to provide the work specified. The bidder should submit the following information with their proposal. **Failure to submit the following requested information may result in bidder's bid being considered non-responsive.**

Additional typewritten sheets may be attached to this form if necessary.

1 Years in Business:

The bidder has been in business supplying the type of service outlined in these specifications for: _____ years _____ months.

2. Business Location:

The bidder shall satisfy the purchasing official that he maintains a store or branch within 100 miles of the working location, staffed with qualified personnel, equipment in working condition required to perform work as described, or ability to secure parts or equipment within reasonable period of time, and provisions for properly storing and maintaining or ability to readily obtain properly stored and maintained materials required to complete described work in timeframe described.

Business located: within County of York _____ within 25 miles or less _____ within 26-50 miles _____
within 51-75 miles _____ within 76-100 miles _____ (check one)

Business located: within City of Newport News _____ within 25 miles or less _____ within 26-50 miles _____
within 51-75 miles _____ within 76-100 miles _____ (check one)

3. References:

Three (3) references that list a brief description of same type of work and requirements for area(s) of similar size or larger, satisfactorily completed with dates of continuous service or contract period, location, names, addresses and phone numbers of owners. Bidders must only indicate references they have worked with a minimum of one (1) year.

Reference #1

1. Name of Firm, City, County or Agency: _____

Address: _____ Telephone: _____

Contact: _____ Title: _____

Check the types of Services Provided: ☐ Mowing ☐ Blowing ☐ Weedeating/Edging
☐ Chemical and Fertilization Application ☐ Mulching ☐ Pruning ☐ Weed Control
☐ Litter Removal ☐ Leaf Removal

Contract Dates: From: _____ 199_ To: _____ 200_.

Reference #2

2. Name of Firm, City, County or Agency: _____

Address: _____ Telephone: _____

Contact: _____ Title: _____

Check the types of Services Provided: ☐ Mowing ☐ Blowing ☐ Weedeating/Edging
☐ Chemical and Fertilization Application ☐ Mulching ☐ Pruning ☐ Weed Removal
☐ Litter Removal ☐ Leaf Removal

Contract Dates: From: _____ 199_ To: _____ 200_.

Reference #3

3. Name of Firm, City, County or Agency: _____

Address: _____ Telephone: _____

Contact: _____ Title: _____

Check the types of Services Provided: ☐ Mowing ☐ Blowing ☐ Weedeating/Edging
☐ Chemical and Fertilization Application ☐ Mulching ☐ Pruning ☐ Weed Removal
☐ Litter Removal ☐ Leaf Removal

2. Certification(s):

The bidder shall identify any professional certifications that are maintained and currently valid.

Certification Name	Issue Date	Certificate#	Date Valid Through
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Virginia Certified Horticulturist

Certified Grounds Management

Sports Turf Management

Crew Chief

International Society of Arboriculture

Commercial Pesticide Applicator

Registered Pesticide Technician

Other

4. Landscape Services Performed for York County:

The bidder shall list below landscape services which have been performed for York County.

Location	Project Description
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5. Landscape Services Performed for City of Newport News:

The bidder shall list below landscape services which have been performed for City of Newport News.

Project Location	Project Description	City Staff Contact
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6. Key Personnel:

In the space provided below, bidders shall identify a minimum of two (2) key persons who would be assigned to provide contract administration. One of these two (2) individuals shall be available during normal business hours.

Key Person #1:

1. Name _____
2. Title _____
3. List Qualifications and Experience _____

4. Phone #'s: Office _____ Mobil _____
5. E-Mail Address _____

Key Person #2:

1. Name _____
2. Title _____
3. List Qualifications and Experience _____

4. Phone #'s: Office _____ Mobil _____
5. E-Mail Address _____

EXHIBIT A

PLANT MATERIALS AND INSTALLATION GENERAL SPECIFICATIONS

FOR COUNTY OF YORK AND CITY OF NEWPORT NEWS

PART 1 GENERAL

A.1 DESCRIPTION

The specified work includes the furnishing of all materials, equipment, labor and supervision required for the planting of trees, shrubs, ground covers, and turf grass. Complete the work shown on the drawings, materials lists/schedules, project descriptions, and as herein specified.

A.2 QUALITY ASSURANCE

- A. Nomenclature. The names of the plants required under this contract conform to Standardized Plant Names as adopted by the latest edition of the American Joint Committee of Horticulture/Nomenclature. Varieties not included therein conform generally with names accepted in the nursery trade.
- B. Comply with sizing and grading standards of the latest edition of American Standard for Nursery Stock by the American Association of Nurserymen.
- C. The Contractor performing work specified in this section must have a minimum of three (3) years experience in installation of similar projects.
- D. The Contractor performing work specified in this section must be a member of the Tidewater Virginia Nurseryman's Association or the Virginia Nurseryman's Association.

A.3 SUBMITTALS

If requested by the Owner/Agent, submit the following:

- Soil analysis of planting soil at site.
- Sample of mulch to be used on project.

For each new project, provide a minimum seven (7) days notice of installation date (by phone).

A.4 PROJECT CONDITIONS

- A. Contractor must satisfy himself as to all site conditions.

- B. Planting operation shall be conducted under favorable weather conditions, which are normal for such work as determined by accepted practice in the locality of the project. At the option of, and on the full responsibility of the Contractor awarded the contract, planting operations may be conducted under unseasonable conditions without additional compensation.
- C. The Contractor shall be familiar with the alignment of existing or new utility lines, ducts and buried cables. He shall field check the location of utilities before an installation of material or plants. The Contractor shall be responsible for all damage resulting from neglect or failure to comply with this requirement. If discrepancies occur, consult with the owner/agent. Changes in the location of plant materials should only be made with the approval of the owner/agent.
- D. Protect existing utilities, paving and other facilities from damage caused by landscape operations.
- E. A complete list of plants, including a schedule of sizes, quantities and other requirements is attached under "PLANT or MATERIALS LIST/SCHEDULE". Verification of the accuracy of the total quantities shown in the "Plant Key" shall be the responsibility of the Contractor. In the event quantity discrepancies or material omissions occur between the list and the plan, the owner agent shall determine which document shall govern. The contractor shall notify the owner/agent of any discrepancies upon discovery of such.
- F. All work shall be accomplished under the direction of a competent, experienced foreman.

A.5 PLANT GUARANTEE AND REPLACEMENT

- A. Guarantee. The Contractor shall guarantee all plants for a period of one year from date of written initial acceptance by the owner/agent, and that plants shall be alive and in satisfactory growth at the end of the guarantee period. Since the Contractor must guarantee all plant material, it is the responsibility of the Contractor to submit a schedule to monitor all plant material, along with contractor's intentions to ensure plant material will remain in healthy condition during the guarantee period (e.g. watering, pest/disease control, pruning, etc.).
- B. Replacement. At the conclusion of the guarantee period, inspection will be made by the owner/agent. The Contractor shall submit a written notice requesting such inspection at least ten days before the anticipated date. Any plant required under this contract that is dead, is in an unhealthy, unsightly, or badly impaired condition, as determined by the owner/agent, shall be removed from the site. These plants shall be replaced as soon as it is reasonably possible, at no extra cost to the owner/agent. No replacement shall be made in any season unfavorable for planting (June 1-October 15). Contractor shall provide one-year guarantee on all replacement plants.

Replanting, when resulting from site disturbance by others, shall be at an additional charge.

- C. Materials and Operations. All replacements shall be plants of the same kind and size as specified in the Plant List or Plan. They shall be furnished and planted as specified in planting details D-1 and D-2 and under Section 3.2 Installation.
- D. At the conclusion of the guarantee period, the Contractor shall remove all above ground stabilization/protection products such as stakes, wires, nylon strap and protective fencing from trees. All such removed items shall be discarded off-site.

PART 2 PRODUCTS

A.6 MATERIALS

Plants

- A. Quality and Size. Plants shall be nursery grown, have a habit of growth that is normal for species and an adequate root system. Plants shall be freshly dug, sound, healthy, vigorous, and free from insects, pests, eggs or larvae, plant diseases, and injuries.
 - a. All plants shall equal or exceed the measurements found in the Plant List and/or Plan, which are minimum acceptable sizes. They shall be measured before pruning, with branches in normal position. Any necessary pruning shall be done at time of planting and will be consistent with the natural growth habit of each species. Requirements for the measurements, branching, grading, quality balling and burlapping of plants shall follow the Code of Standards currently recommended by the American Association of Nurserymen, Inc. in the American Standard for Nursery Stock.
 - b. All plant material shall also be subject to approval by the owner/agent. Unsatisfactory plant material failing to meet requirements above shall be rejected. Inspection of plant materials for size and quality should be completed prior to installation either on the job site or at the contractor's local facility. Submittal of digital photos of field grown plant materials to the owner/agent is encouraged to avoid rejection after ordering and shipping.
 - c. All new trees must have straight trunks with full symmetrical crowns and a single leader intact unless multi-stemmed plants are specified. Bark shall be free of abrasions and all fresh cuts over 1-1/4" shall be calloused over. Trees will not be accepted which have had their leader cut or damaged so that cutting is necessary. Trees with co-dominant leaders shall be rejected unless multi-stemmed plants were specified. Trees shall be well branched with reasonably straight stems.
 - d. When a deciduous shade tree is located in or adjacent to walkways or other pedestrian circulation, these trees shall be free of branches up to 6-8' from the top of the root ball, unless otherwise specified. All other deciduous shade trees shall be free of branches up to 5' from the top of the root ball.

- B. Substitutions will not be accepted unless the Contractor notifies the owner/agent by phone and duly notes on the exception page of the bid package before contracts are signed. Potential substitutions must be specified in writing and approved by the owner/agent. Proposed substitutes shall be of the nearest equivalent size or variety as the plant actually specified, having the same essential characteristics. Proposed substitutes of a lesser cost shall have an equitable adjustment of contract price. Plants of a greater value may be provided without additional cost to owner/agent.
- C. Balled and Burlapped Plants. Plants designated "B&B" in the Plant List shall be balled and burlapped. They shall be dug with a sufficient diameter and depth to encompass the fibrous and feeding root system necessary for full recovery of the plant. Balls shall be firmly wrapped with burlap or similar material and bound with twine or cord. Where necessary to prevent breaking or cracking of the ball during the process of planting, the ball may be secured to a platform or wire basket.
- D. Container Grown Plants. Plants designated "container" or "gallon", "pot", "pan" or "cell" in the Plant List shall be container grown plants well established in the container size indicated, and conforming to American Association of Nurserymen Standards.
- E. Protection After Delivery. The balls of stored B&B plants (which cannot be planted immediately on delivery) shall be covered with moist soil (2" depth) or mulch (3" depth). All plants shall be watered and maintained as necessary to ensure overall health and vigor until planted.

A.7 ACCESSORIES

- A. Topsoil shall be furnished by the Contractor at his expense. The Contractor shall furnish sufficient topsoil to properly install all work specified herein, and as shown on the drawings. Topsoil furnished shall be a natural, fertile, friable soil, possessing characteristics of representative productive soils in the vicinity. It shall be obtained from natural well-drained areas. It shall have a pH of between 6.0 and 6.8 and be free of toxic substances, which may be harmful to plant growth. Topsoil shall be without admixture of subsoil and shall be cleaned and reasonably free from clay lumps, stones, stumps, roots, and similar substances two inches or more in diameter, debris, or other objects, which might be a hindrance to planting operations. The mechanical analysis of the soil shall be as follows:

<u>Sieve Size</u>	<u>Percent Passing</u>
1 inch mesh	99-100 percent
1 inch mesh	97-99 percent
No. 100 mesh	40-60 percent
No. 200 mesh	20-40 percent

- B. Commercial Fertilizer shall be 18-6-12 with trace elements (or similar), slow release formula, or as noted on "Plant List," and shall conform to the applicable state fertilizer laws. It shall be uniform in composition, dry, and free flowing, and shall be delivered to the site in the original, unopened containers, each bearing the manufacturer's guaranteed analysis and trademark. Any fertilizer, which becomes or otherwise is damaged, making it unsuitable for use, will not be accepted.

- C. Mycorrhiza Inoculant shall be Mycor™ Tree Saver and applied according to manufacturer's recommendations to all trees and shrubs. General application rates are listed at one three-ounce (3oz.) package per one inch (1") of plant caliper.
- D. Peat or Peat Moss shall be delivered to the site in unopened original containers. Peat shall be shredded or granulated having an acid reaction of 4.0 - 5.0 pH and shall have a natural moisture content of 30 percent, with a water absorption capacity of 1100 to 2000 percent.
- E. Water shall be free from oil, acid, alkali, salt and other substances harmful to plant growth. The Contractor shall make, at his expense, whatever arrangements may be necessary to ensure an adequate supply of water to meet the needs of this contract. He shall furnish all hose, equipment, attachments, and accessories necessary for adequate irrigation of planted areas as may be required to complete the work as specified.
- F. Mulch shall be "Shredded Hardwood Bark". Hardwood mulch shall be of disease free hardwood, one or more years old. The shredded hardwood mulch shall be of uniform brown color with a nominal thickness not to exceed 1/8". All mulch shall be free of twigs, leave and materials injurious to plant growth. The use of shredded bark from the American Elm (*Ulmus Americana*) will not be permitted. Pine needle mulch shall arrive in tightly bound bales, largely free of any leaf, grass, weed or trash debris.
- G. Perlite shall be delivered to site in unopened original containers and free of any foreign material.
- H. Materials for Staking
1. For below ground plant stabilization, Tree Staple, Inc. staples (1-877-TREES-49) shall be installed according to the manufacturer's specifications.
 2. For above ground plant stabilization, black nylon straps shall be used around main stem/trunks(s) of plants and attached to No. 12 gauge pliable solid strand galvanized steel wire or plastic chain-lock guying for fastening trees to above ground stakes. Under no circumstances will "hose and wire" be allowed to stake trees due to possible injury to the tree.
 3. Wooden tree stakes, when specified, shall be rough and sawn straight grained oak, red cedar, or pressure treated pine. Stakes up to 10 feet long shall have a diameter of 2-2.5 inches. Stakes over 10 feet long shall have a minimum diameter or 3 inches, never to exceed 4 inches in diameter. Stakes shall be pointed at one end and shall have a maximum allowable deflection of 1/2 inch for every foot of length. All stakes shall be sound and free of bark, splints, insects and fungi.

4. When specified, *The Tree Saver, Tree Stake Kits* shall be installed according to the manufacturer's specifications.

PART 3 EXECUTION

A.8 EXECUTION

- A. Layout. The Contractor is responsible for verifying all site conditions in the field. New plantings shall be located where shown on the plans except where obstructions below ground or overhead are encountered or where changes have been made in the construction. If discrepancies occur, consult the owner/agent. Necessary adjustments shall be made only after approved by the owner/agent.
- B. Obstructions Below Ground or Overhead. It is not contemplated that planting should be one where the depth of soil over underground construction, obstructions or debris is insufficient to accommodate the roots or where pockets of debris or impervious soil will require drainage. Where such conditions are encountered in excavation of planting areas and where the debris, concrete, or other obstruction cannot be broken and removed by hand methods in the course of digging plant pits of the usual size and where the trees to be planted are found to be under overhead wires, other locations for the planting may be designated by the owner/agent. The Contractor is required to contact "Miss Utilities" (phone 1-800-552-7001) and no work is to begin until all underground utilities have been marked. The Contractor will repair any damage to these lines during plant operations in an approved manner at no additional cost to the owner/agent.
- C. Drainage of Pits and Beds. Where planting pits are dug in wet areas or where adverse subsoil drainage problems are encountered, set plants six inches (6") higher than normal, using an extra depth of crushed stone and sand, up to twelve inches (12") total depth to keep the root ball from settling. The immediate area outside the saucer shall be blended with suitable soil to meet existing grade within five feet (5'0") of edge of pit. Drainage may also be provided by any other method approved by the owner/agent prior to proceeding with planting.
- D. Soil Preparation. Soil for use in tree planting pits, as a backfill should be 1 part the existing soil excavated from the pit, mixed with 2 parts Nutri-Green compost. This existing soil should be broken up to create a friable working soil. Where group plantings occur, beds are to be prepared by tilling the soil including the amendments specified under Accessories 2-2 at a rate of 1 part existing soil, 2 parts Nutri-Green Compost and 1 part topsoil, to a depth to accommodate new plant material, and not less than 12" deep. The bed should be outlined with a 4" deep x 6" wide trench in the shape indicated by the landscape design, unless a metal edging material has been specified. Place all trenched soil into the beds and till into bed area. Grade for positive drainage and smooth, even soil finish, discarding off-site any debris larger than four inches.
- E. Excess Excavated Soil shall be disposed of where and as directed by the owner/agent.

A.9 INSTALLATION

- A. Time of Planting. Planting operations shall be conducted under favorable weather conditions during the next season or seasons, which are normal for such work as determined by accepted practice in the locality of the project. Planting operations may not be conducted from June 1 to October 14. Planting operations may be conducted during unseasonable conditions to the option and on the full responsibility of the contractor and with the approval of the owner/agent. If losses occur, replacements shall be at no additional cost to the owner/agent.
- B. Plant Bed Preparation. Planting and plant bed preparation are to be conducted under favorable weather conditions. Under no circumstances shall soil be worked, driven over, or walked upon while in a wet condition. Wherever groupings of shrubs are shown on the plan, the area will have the grass removed (by herbicide or sod-cutting) and be tilled to depth of 8-10".
- C. Planting Pits. Reasonable care shall be exercised to have pits dug and soil prepared prior to moving plants to their respective locations. The minimum allowable dimensions of plant pits shall be as follows: depth should equal depth of root ball; for ball diameter or root spread. The width shall be 3x's the width of the root ball. Where specified pit diameters would conflict with existing pavement, the pit dimension can be adjusted accordingly, unless pavement removal is noted on plan. See details D-1 and D-2.
- D. Setting Plants. Unless otherwise specified, all plants shall be planted in pits, centered and set on well compacted prepared soil. The finished grade level of the plant, after settlement, will be the same as that at which the plant was grown. They shall be planted upright and faced to give the best appearance or relationship to adjacent structures. Ropes at top of root ball should be cut and the top ½ of burlap removed and discarded off-site. Non-biodegradable burlap material shall be removed. Platform and surplus binding from top and sides of the balls shall be removed. If a wire basket is present, whether galvanized or not, remove the entire basket. If removing the basket is impossible due to size or integrity of the root ball or soil type, cut and remove the top half section of the basket and discard off-site. Backfill shall be placed and compacted carefully to avoid injury to roots and to fill all voids. When the hole is halfway backfilled and tamped, add water and allow it to settle. Fill the hole to finished grade, apply fertilizer/herbicide as specified, mulch and then water thoroughly again. See Planting Details D-1 and D-2.

When using container grown plants, score (cut) the root mass every six (6) inches at least one (1) inch deep and spread apart root system before planting. Detail D-3.

- E. Fertilizer. Slow released Osmocote fertilizer shall be placed in the bottom of the planting hole and as a top-dressing to all plantings before mulch is applied.
- F. Staking. Stakes shall be equally spaced about each tree and shall be driven vertically into the ground to a depth as detailed for the product type and in such a manner as not to injure ball or roots. Trees of less than 3" diameter shall be fastened to two stakes at a height of about 4½ feet unless otherwise specified. Stakes shall be uniform in height and placed as designated on the accompanying drawing. See Detail D-1.
- G. Mulching. All plants shall be mulched with a 3" layer of shredded hardwood bark. The mulch shall entirely cover designated planting beds and individual tree collars. When

mulching individual tree collars, care shall be taken to avoid application of mulch greater than one inch (1") in depth immediately adjacent to the tree trunk and for a one foot (1') radius. Unless metal edging is specified, all beds shall be previously edged (manually or machined) with a trench sufficient to retain the mulch in its designated area.

A.10 MAINTENANCE

Maintenance shall begin immediately following the last operation of installation for each plant and shall continue in accordance with the following requirements and those found in Exhibit B below:

- A. Watering shall be the responsibility of the Contractor awarded the contract during the guarantee period. Watering in the first month after acceptance will be weekly. The remaining eleven months shall be done every 10 days or as determined by owner/agent. The frequency of watering is dependent upon weather conditions.
- B. New plantings shall be protected and maintained by the Contractor until installation of planting is complete, and the project has been accepted.
- C. Maintenance during the guarantee period shall include watering, weeding, tightening and repairing staking wires, removing and replacing dead material, resetting plants to proper grades or upright position, and other necessary operations. If planting is done after lawn preparation, proper protection to lawn areas (new and/or existing) shall be provided and any damage resulting from planting operations shall be repaired promptly at no extra cost to the owner/agent.

A.11 INSPECTION FOR ACCEPTANCE

- A. Inspection of the planting, to determine completion of contract work, exclusive of the possible replacement of plants, will be made by the owner/agent upon notification by the Contractor requesting such inspection at least 3 days prior to the anticipated date.
- B. Initial Acceptance. After inspection to determine completion of contract, the Contractor will be notified in writing by the owner/agent of initial acceptance of all work, exclusive of the possible replacement of plants subject to guarantee or, if there are deficiencies, of the requirements for the completion of the work. Work remaining to be done shall be subject to re-inspection before initial acceptance is granted.
- C. Final Acceptance. After the one year guarantee period is completed and all the necessary plant replacements have been installed, the owner/agent will grant a final acceptance and will accept the responsibility for the maintenance thereafter, unless otherwise specified.

A.12 SERVICE AND REPLACEMENT

At any time during the Guarantee Period, the contractor awarded the contract will remove dead, unhealthy, unsightly, badly impaired plants, as determined by the owner/agent within a seven (7) work-day period after notification by owner/agent, unless other arrangements are made in writing. A schedule shall then be submitted in writing, by the Contractor, with either a spring, fall or winter (whichever is first) replacement date.

A.13 CLEAN UP

Clean Up to Site: At the end of each day's work, the Contractor shall remove all trash and other debris resulting from his work from the site. At all times, rubbish and trash generated from the Contractor shall be kept clean for vehicular and pedestrian circulation throughout the site. Prior to the final acceptance, all paved areas adjacent to planting areas shall be cleaned thoroughly by sweeping and/or washing. All defacement or stains on paving or building caused by plant operations shall be removed at no additional cost to the owner/agent. All construction equipment, excess material tools, rubbish or debris shall be removed from the site. All drains on the sites that have accumulated soil, mulch or any other material due to the planting operation shall be cleaned to the approval of the owner/agent.

EXHIBIT B

LANDSCAPE MAINTENANCE SPECIFICATIONS (During One Year Guarantee Period) FOR COUNTY OF YORK AND CITY OF NEWPORT NEWS

B.1 PRUNING

1. General Pruning Operations

- A. Ornamental trees and all ornamental shrubs will be pruned in accordance with the Virginia Cooperative Extension as outlined in publication 430-456 *Pruning Deciduous Trees*, publication 430-457 *Pruning Evergreen Trees*, and publication 430-459 *Pruning Shrubs*, and/or in accordance with the *Standard Practices of Pruning ANSI A300 and ANSI Z1333.1*.
- B. Preference will be given to contractor providing a supervisor, who holds a four-year college degree in an Arboriculture or Horticulture curriculum, is a certified member of the International Society of Arboriculture and the Virginia Nursery and Landscape Association. Verification of degree and certification shall be provided upon request.
- C. Individuals professionally trained in tree, shrub and ornamental plant pruning shall perform tree pruning. Preference will be given to contractor providing supervisor who is an I.S.A. certified Arborist. Verification of certification may be provided upon request.
- D. All dead, dying, broken and/or diseased plant material, as well as water sprouts and sucker growth, shall be removed regularly as the situation occurs. Branches and plant material that interfere with walkways, entryways and signage, shall be removed regularly as the situation occurs.
- E. All pavements and roadways shall be swept or blown clean upon completion of the days work, and all debris resulting from pruning and blowing operations must be removed from the site immediately upon completion of the days work.

2. Shrub Maintenance

- A. All ornamental shrubs shall be thinned and pruned selectively with hand pruners and/or loppers to maintain size and allow them to grow in a natural state. **Shearing of shrubs is prohibited.**
- B. Special attention should be given to boarder plantings. Pruning of these shrubs should not limit their effectiveness to shield utilities, fencing, etc. However, pruning is to be performed to maintain health, vigor, size, and natural shape of plant. No plant shall be reduced by more than 1/3 the whole.

- C. The schedule for pruning shall be in accordance with the Virginia Cooperative Extension Calendar for Pruning Landscape Trees and Shrubs for the Peninsula. Pruning of most ornamental shrubs will take place (2) times per year; once in January/February, and again in June/July (pruning lightly for neatness). Spring blooming shrubs shall be pruned in late spring (April /May) or **after** they complete their bloom cycle.

3. Tree Maintenance

- A. Deciduous trees shall receive corrective pruning to remove damaged wood and rubbing branches (1) time per year during the winter months January, February or March (during the dormant season), in an effort to train and shape young or newly planted trees and to maintain their healthy state.
- B. Evergreen trees shall be allowed to grow in their natural form. Pruning of evergreen trees will consist of removal of dead, diseased, and damaged branches **only**. Any additional corrective pruning requires prior approval from an authorized representative of the owner.
- C. All flowering trees are to be pruned **only after** their bloom cycles are complete.
- D. *Pruning of Crepe Myrtles will require prior approval from an authorized representative of the owner.

4. Ornamental Grasses, Perennials, and Groundcovers

- A. Ornamental grasses shall be cut back to a height of 4-6" one (1) time per year in the month of March, and pruned throughout the growing season to maintain a neat and healthy appearance.
- B. Flowering perennials are to be cut back one (1) time per year in the months of January and February, and shall be deadheaded and pruned throughout the growing season as required to maintain a neat and healthy appearance.
- C. Groundcovers are to be edged and pruned as required to contain them within their borders, and maintain their low growing habit throughout the growing season. Evergreen groundcovers shall be cut back in late winter as required to establish a healthy appearance.

B.2 FERTILIZATION:

1. General Fertilization Operations:

- A. Fertilization of ornamental trees and shrubs shall be performed in accordance Virginia Cooperative Extension as outlined in publication 430-018 and /or with *ANSI A300 Part 2 Tree, Shrub, and Other Woody Plant Maintenance Standard Practices*.
- B. A professional trained individual currently certified with the Virginia Department of Agriculture and Consumer services as a Certified Commercial Pesticide Application, category 3, shall perform fertilization. Certification must be provided.

- C. The contractor shall collect soil samples for diagnosis at a research laboratory, and will supply an authorized representative of the owner with a soil analysis report for the property where fertilization is to occur. Diagnostic report must include the following: Ph, N, P, K, CA, Mg, Fe, CEC, OM%, Na and soluble salts. The report must accurately depict corrective action and will make recommendation for a prescription fertilization program to correct any deficiencies. The contractor shall supply the owner with the Soil Analysis Report and fertilization plan in January.
- D. The contractor shall take full responsibility for the replacement of shrubs, trees, groundcovers, flowers and turf grass, etc., that have been damaged by improper application or lack of timely application of nutrients that are necessary to maintain healthy plant material.

2. Tree Fertilization

- A. All ornamental trees shall be fertilized one (1) time per year, in March.
- B. Deciduous trees shall be fertilized with a complete, slow released fertilizer with Nitrogen, Phosphoric acid and Potash at a ratio of 3-1-2 or 3-1-1, at a rate of 3-6 pounds of N/1000 ft² using the most effective method of application.
- C. Evergreen trees shall be fertilized with a complete, slow released fertilizer with Nitrogen, Phosphoric acid and Potash at a ratio of 3-1-2 or 3-1-1, at a rate of 1-3 pounds of N /1000 ft² using the most effective methods of application.
- D. The preferred method is water-soluble fertilizer application with a pressurized shallow soil injection system. Fertilizer will be applied evenly from trunk to drip line. Fertilizer recommendations and applications methods to be used shall be approved by the owner.
- E. The contractor will furnish all labels of all fertilizers being used with this contract.

3. Shrub Fertilization

- A. Evergreen shrubs and groundcovers shall be fertilized with a complete, slow released fertilizer with Nitrogen, Phosphoric acid and Potash at a ratio of 3-1-2 or 3-1-1, at a rate of 1-3 pounds of N /1000 ft² using the most effective methods of application each spring during the mulching period.
- B. Evergreen shrubs shall be fertilized with a complete, slow released fertilizer with Nitrogen, Phosphoric acid and Potash at a ratio of 3-1-2 or 3-1-1, at a rate of 1-3 pounds of N /1000 ft² using the most effective methods of application each spring during the mulching season.
- C. Acid loving plants shall be fertilized with an ericaceous fertilizer, i.e. Hollytone, at the manufacturer's recommended rate each spring during the mulching season.

- D. The contractor will furnish all labels of all fertilizers being used with this contract.

B.3 INTEGRATED PEST MANAGEMENT:

1. General Pest Management

- A. Pest Management, monitoring, for insect and disease related problems shall be performed by a professionally trained individual currently certified with the Virginia Department of Agriculture and Consumer Services as a Certified Commercial Pesticide Application, category 3. Certification must be provided.
- B. Chemical application for insect and disease related problems shall be made by individual currently certified with the Virginia Department of Agriculture and Consumer services as a Certified Commercial Pesticide Application, category 3.
- C. Contractor shall provide an authorized representative of owner with a written pest management program with a brief description of what can be expected with each scheduled inspection and any routine preventatives they intend to use (i.e. Dormant Oil).
- D. The contractor shall furnish all labels for chemicals being used in conjunction with this contract.
- E. The contractor shall take full responsibility for the replacement of shrubs, trees, groundcovers, flowers and turf grass, etc., that have been damaged by improper chemical application or lack of timely chemical applications that are necessary to maintain healthy plant material.

2. Ornamental Shrubs and Trees

- A. The contractor will monitor all plants installed during the contract, including but not limited to trees, shrubs, sod, etc., for insects and disease related problems, for the entire guarantee/warranty period.
- B. The contractor shall provide the with a treatment plan which will identify any insect or disease related problems identified at time of inspection, and any methods for control intended to be administered.

B.4 WEED CONTROL OF PLANT BEDS AND LANDSCAPE AREAS

- 1. Ornamental shrub, and flower beds, and tree rings shall be weeded on a continuous basis throughout the growing season to maintain a neat, weed free appearance at all times. This is to include any undesired/weedy vegetation that is visibly present when contractor is on the property. This will be performed through the use of pre-emergent herbicide prior to mulching and post-emergent herbicide and hand weeding on continuous basis.

2. Chemical applications of pre-emergent herbicide and post-emergent herbicide shall be made by individual currently certified with the Virginia Department of Agriculture and Consumer services as a Certified Commercial Pesticide Application, category 3.
3. The contractor shall furnish all labels and MSDS for chemicals being used in conjunction with this contract.
4. The contractor shall take full responsibility for the replacement of shrubs, trees, groundcovers, flowers and turf grass, etc., that have been damaged by improper application of herbicides.
5. No herbicides with ingredients producing visible color or added coloring agents shall be used where staining of concrete, curbing, walkways or any other surface area can occur.

B.6 MULCH SUPPLY AND INSTALLATION SPECIFICATIONS

For Replacement Plantings:

1. Mulch Material

- A. Contractor shall supply Grade A, double shredded hardwood mulch, one or more years old. It shall be uniformly shredded, of uniform brown color and free of twigs, leaves, and materials injurious to plant growth. The use of shredded bark from the American Elm (*Ulmus Americana*) will not be permitted.
- B. Prior to application, Contractor shall provide a sample of the mulch to an authorized representative of the Owner for approval.

2. Mulch Application

- A. Mulch shall be applied over all tree rings, shrub beds and groundcover areas at time of replacing plants.
- B. Mulch will be applied uniformly in 2 ½" – 3" thickness over all affected/disturbed areas.
- C. All areas to be mulched are to be free of all weeds, leaves, and other debris prior to mulching.
- D. Mulch shall be kept 3" away from trunks and stems of existing trees and shrubs.
- F. Fertilizer and pre-emergent herbicides shall be in place prior to mulching.

B.8 PROPERTY CLEANUP:

All walks, pavements, and roadways shall be swept or blown clean upon completion of the days work, and all debris resulting from the days work must be removed from the site (not merely blown into adjacent areas) immediately upon completion of the days work.

SAMPLE CONTRACT FORM

Agreement No. _____

This AGREEMENT, dated this ___ day of _____, 200_, by and between YORK COUNTY, VIRGINIA (a political subdivision of the Commonwealth of Virginia); hereinafter called the Owner; and _____
(a corporation organized and existing under the laws of the Commonwealth of Virginia); hereinafter called the Contractor.

WITNESSETH: The Owner and Contractor, for the consideration stated herein, agree as follows:

Scope of Work:

The Contractor shall perform all required work and shall provide and furnish all labor, materials, equipment, labor, supervision, necessary tools, and transportation service and all else required to complete the installation of :

Landscaping Services for the County of York and the City of Newport NewsIn accordance with Invitation for Bid (IFB) No. 1299, dated

all in strict accordance with the Plans and Specifications, including any and all Addenda, and in strict compliance with the Contract Documents hereinafter enumerated.

It is understood and agreed that said labor, materials, tools, equipment and service shall be furnished and said work performed and completed under the direction and supervision of the Contractor and subject to the approval of the Owner or its authorized representative.

Guarantee:

All plant materials and equipment, furnished by the Contractor, and all construction involved in this Contract shall be and the same are hereby guaranteed by the Contractor free from defects owing to faulty materials or workmanship and all plants are guaranteed to be free of disease and be viable for a period of one year after date of substantial completion of the work as set out in IFB #1299 which is incorporated herein by reference. All work which proves defective, by reason of faulty material or workmanship within said period of one year, shall be replaced by the Contractor free of cost to the

Owner. Nothing herein shall be deemed as a waiver of any other available remedy for contract default, or as the waiver of any applicable statutory limitations period for actions for contract default.

THE BID SCHEDULE OF THE SUCCESSFUL BIDDER

SHALL BE CONFORMED AND INSERTED HEREIN

TO BECOME A PART OF THE COMPLETED CONTRACT DOCUMENTS

Contract Price:

The Owner shall pay the Contractor as just compensation for the performance of this Contract, subject to any additions or deductions as provided in the Contract Documents, the unit and lump sum price as contained in the Bid Schedule attached hereto.

The Contract Amount is _____

(\$_____) based upon unit and lump sum prices extended as herein contained.

Payments:

The Owner will pay to the Contractor, the amount specified herein, upon receipt of an acceptable invoice. Invoices may not be submitted any less than thirty (30) days apart.

Time:

The undersigned Contractor agrees to commence work within (10) calendar days after the date of Notice to Proceed and further agrees to complete the Contract Work within the following specified time limits:

ALL CONTRACT WORK 10 CALENDAR DAYS FROM DATE OF NOTICE TO PROCEED

THIS AGREEMENT SHALL BE BINDING UPON ALL PARTIES HERETO AND THEIR RESPECTIVE HEIRS, EXECUTORS, ADMINISTRATORS, SUCCESSORS, AND ASSIGNS.

Component Parts of the Contract:

This Contract consists of the following component parts, all of which are hereby made a part hereof as if herein set out in full:

1. Advertisement for Bids, dated _____
2. Invitation for Bids (IFB) No. 1299
3. General Conditions
4. Performance Bond

5. Certificate of Insurance

6. Contractor's License (if required)

7. Notice of Award

8. Notice to Proceed

9. Change Orders (if any)

10 Specifications prepared or issued by: York County General Services, Grounds Maintenance
Division/City of Newport News and the York County Central Purchasing Office,
and dated _____, 200__.

ADDENDA:

No. _____, dated _____, 200__

No. _____, dated _____, 200__

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written in (4) counter-parts each of which shall for all purposes be deemed an original.

ATTEST:

NAMECounty of York, Virginia
OWNER_____
TITLE_____
BYCounty Administrator
TITLE

ATTEST:

NAME_____
CONTRACTOR_____
TITLE_____
BY_____
TITLE

CONTRACTOR'S ADDRESS:

CONTRACTOR'S FEDERAL I. D. NO.

APPROVED AS TO FORM:

COUNTY ATTORNEY

RESERVED FOR CERTIFICATE OF INSURANCE,
AND ADDITIONAL INSURED FORM GL-20-10

OR OTHER SATISFACTORY EVIDENCE OF REQUIRED COVERAGE

CONTRACT FORM
PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, that

(Name of Contractor)

a _____, hereinafter call the Principal,
(Corporation, Partnership or Individual)

and _____
(Name of Surety)

(Address of Surety)

hereinafter called Surety, are held and firmly bound unto _____

(Name of Owner)

(Address of Owner)

hereinafter called Owner, in the penal sum of _____

Dollars, (\$_____), in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain Contract with the Owner, dated the _____ day of , 200_, a copy of which is hereto attached and made a part hereof for the installation of:

Landscaping Services for the County of York and the City of Newport News in

accordance with Invitation for Bid (IFB) No. 1299 dated 2003.

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said Contract during the original term thereof, and any extensions thereof which may be granted by the Owner, with or without notice to the Surety and during the one year guarantee period, and if he shall satisfy all claims and demands incurred under such Contract, and shall fully indemnify and save harmless the Owner from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the Owner all outlay and expense which the Owner may incur in making good any default, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or to Work to be performed thereunder or the Specifications accompanying the same shall in any way affect its obligation on this Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the Work or the Specifications.

PROVIDED, FURTHER, that no default settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in 4 counterparts each one of which shall be deemed an original, this the ____ day of _____, 200_.

ATTEST:

(PRINCIPAL) SECRETARY

PRINCIPAL

BY _____

SEAL

WITNESS TO PRINCIPAL

ADDRESS

ADDRESS

ATTEST:

(SURETY) SECRETARY

SURETY

BY _____

WITNESS AS TO SURETY

ADDRESS

ADDRESS

NOTE: Date of Bond must be as to date of Contract. If Contractor is Partnership, all partners should execute Bond.